

*A progressive, diverse and caring community,  
with access to modern services and infrastructure,  
in a unique part of the world*

Shire of Cuballing – Council Meeting

# AGENDA

**To Be Held**

Wednesday 18<sup>th</sup> June 2025  
3.00 pm  
Cuballing CWA Hall

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# COUNCIL MEETING PROCEDURES

1. All Council meetings are open to the public, except for matters raised by Council under “Confidential Matters”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Shire.

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

# Shire of Cuballing Strategic Community Plan 2023-2033

## Our Heart, Our Home

### VISION

**A charming rural community, in a unique part of the world, growing and prospering while protecting its natural environment.**

### GOALS

#### **Social**

- ☑ A place where people of all ages, abilities and stages of life are active and connected.

#### **Economic**

- ☑ Business is thriving, with ample local employment, and opportunities for existing and new businesses to grow.

#### **Natural Environment**

- ☑ The natural environment is protected, enhanced, and managed, and enjoyed by locals, and proudly shared with visitors.

#### **Built Environment**

- ☑ People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.

#### **Governance**

- ☑ Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.

### STRATEGIC PRIORITIES

#### **Social**

- ☑ Enhancing focus on emergency management (incl. dual use of Equestrian Centre for evacuation).
- ☑ Improving Cuballing Recreation Centre.
- ☑ Increasing community gatherings and spaces.

#### **Economic**

- ☑ Defining and developing Town Centres.
- ☑ Establishing a Light Industrial Area (LIA).
- ☑ Increasing tourism, particularly through trail development.
- ☑ Developing and promoting the equestrian sector.

#### **Natural Environment**

- ☑ Restoring the river at Popanyinning.
- ☑ Establishing Popanyinning wetlands.
- ☑ Reducing pests and weeds, working with Peel Harvey Catchment.
- ☑ Increasing native planting.

#### **Built Environment**

- ☑ Improving footpaths, linking aged units to Cuballing Town Centre.
- ☑ Upgrading major roads (esp. Wheatbelt Secondary Freight Network).
- ☑ Improving drainage.
- ☑ Increasing heritage protection and telling our story.

#### **Governance**

- ☑ Enhancing community information and engagement.

## CONTENTS

<b>1.</b>		
<b>1.</b>	<b>DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:.....</b>	<b>5</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE: ....</b>	<b>5</b>
2.1.1	Attendance	5
2.1.2	Apologies	5
2.1.3	Leave of Absence	5
<b>3.</b>	<b>PUBLIC QUESTION TIME:.....</b>	<b>6</b>
3.1	Response to Previous Questions Taken on Notice	7
3.2	Written Questions Provided in Advance	7
3.3	Public Questions from The Gallery	7
<b>4.</b>	<b>STANDING ORDERS: .....</b>	<b>7</b>
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE:.....</b>	<b>7</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES: .....</b>	<b>7</b>
6.1.1	Ordinary Meeting of Council held on Wednesday 21 <sup>st</sup> May 2025	7
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS: .....</b>	<b>7</b>
<b>8.</b>	<b>DISCLOSURE OF FINANCIAL INTEREST:.....</b>	<b>8</b>
<b>9.</b>	<b>REPORTS OF OFFICERS AND COMMITTEES: .....</b>	<b>9</b>
<b>9.1</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER:.....</b>	<b>9</b>
9.1.1	List of Payments – May 2025	9
9.1.1A	List of Payments – May 2025	10
9.1.1B	List of May 2025 Credit Card Transactions	14
9.1.1C	List of May 2025 Petty Cash Transactions	14
9.1.2	Statement of Financial Activity – May 2025	15
<b>9.2</b>	<b>CHIEF EXECUTIVE OFFICER: .....</b>	<b>16</b>
9.2.1	Firebreak Order 2025-26	16
9.2.2	2025 WALGA Convention and Annual General Meeting	24
9.2.3	Temporary Accommodation Policy	28
<b>10.</b>	<b>COMMITTEE REPORTS.....</b>	<b>47</b>
<b>11.</b>	<b>ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>47</b>
<b>12.</b>	<b>URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING .....</b>	<b>47</b>
<b>13.</b>	<b>CONFIDENTIAL MATTERS .....</b>	<b>47</b>
13.1.1	Manager Works and Services – Employment Contract Renewal	47
<b>14.</b>	<b>NEXT MEETING .....</b>	<b>47</b>
<b>15.</b>	<b>CLOSURE OF MEETING.....</b>	<b>47</b>



**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:**

**2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE:**

**2.1.1 Attendance**

**Elected Members**

Cr Eliza Dowling  
Cr Robert Harris  
Cr Scott Ballantyne  
Cr Dawson Bradford

President  
Deputy President

**Staff**

Mr Chris Paget  
Ms Narelle Rowe  
Mr Bruce Brennan

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works and Services

**Visitors**

**2.1.2 Apologies**

Cr Steve Sexton

**2.1.3 Leave of Absence**

Cr Adrian Kowald

### **3. PUBLIC QUESTION TIME:**

The Shire of Cuballing maintains a policy on the Management of Public Question Time. The policy is available in full in the Shire Policy Manual which can be found on the Shire's website:

[www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)

Some of the notable provisions are:

- 1 Persons are encouraged to provide a written copy of their question.
- 2 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.
- 3 Statements are not to precede the asking of a question during public question time.
- 4 Public question time will be limited 15 minutes. It may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated will not exceed forty-five (45) minutes in total.
- 5 Questions are to be directed to the Presiding Member and should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or Shire employee. The Presiding Member shall decide to:
  - Accept or reject any question and his/her decision is final.
  - Nominate a member of the Council and/or Shire employee to respond to the question.
  - Take a question on notice. In this case a written response will be provided as soon as possible and included in the agenda of the next Council meeting.
- 6 Where an elected member is of the opinion that a member of the public is:
  - asking a question at a Council meeting, that is not relevant to the operations of the Shire of Cuballing; or
  - making a statement during public question time.they may bring it to the attention of the meeting.
- 7 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 8 Public Question Time should be used as a means to obtain information that would not be made available if it were sought from the Shire's records under *Section 5.94* of the *Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*.
- 9 Where the response to a question(s) would require a substantial commitment of the Shire's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the Shire and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.
- 10 Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

3.1 Response to Previous Questions Taken on Notice

3.2 Written Questions Provided in Advance

3.3 Public Questions from The Gallery

**4. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION:**

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**5. APPLICATIONS FOR LEAVE OF ABSENCE:**

**6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Wednesday 21<sup>st</sup> May 2025

**OFFICER'S RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held on Wednesday 21<sup>st</sup> May 2025 be confirmed as a true record of proceedings.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:**

Nil.

## **8. DISCLOSURE OF FINANCIAL INTEREST:**

### **DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST**

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

<b>Name</b>	<b>Item No</b>	<b>Interest</b>	<b>Nature</b>

### **DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY**

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

<b>Name</b>	<b>Item No</b>	<b>Interest</b>	<b>Nature</b>

## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Payments – May 2025**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	12 <sup>th</sup> June 2025
Author:	Careese Ranieri
Attachments:	9.1.2A List of Municipal Accounts 9.1.2B List of Credit Card Transactions 9.1.2C Petty Cash

#### **Summary**

**Council is to review payments made under delegation in May 2025.**

Background – Nil

#### **Comment**

Council is provided with details of payments and credit card transactions made during the month of May 2025 as listed in the attachments.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

#### **Options**

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council receives:**

1. the List of Accounts paid in April 2025 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$388262.65 included at Attachment 9.1.1A.
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31<sup>st</sup> May 2025 included at Attachment 9.1.2B.
3. a summary of transactions completed on Petty Cash for the period ending 31<sup>st</sup> May 2025.
- 4.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

### 9.1.1A List of Payments – May 2025

Chq/EFT	Date	Name	Description	Amount
850	01/05/2025	Police Licensing Payments	Police Licensing Payments	-1672.6
850	02/05/2025	Police Licensing Payments	Police Licensing Payments	-741.4
EFT9694	05/05/2025	Shire Of Wandering	1 X Employee Chemcert AQF3 Training	-420
850	06/05/2025	Police Licensing Payments	Police Licensing Payments	-629
20343	07/05/2025	Department Of Transport	Renewal 12 Months - CN0	-684.35
DD4762.7	07/05/2025	Hostplus Super	Superannuation Contributions	-87.25
EFT9716	07/05/2025	Zone 50 Engineering Surveys Pty Ltd	Limited Survey and Design Centre Line Cuballing East Road Slk12.92 - 18.10	-6798
EFT9711	07/05/2025	Peter John Denton	Art Class Per Week To 30/06/24 - April 2025	-375
DD4762.9	07/05/2025	Rest	Superannuation Contributions	-218.5
DD4762.1	07/05/2025	Australian Super	Payroll Deductions	-2304.44
DD4762.2	07/05/2025	Aware Super Pty Ltd	Superannuation Contributions	-4115.94
DD4762.3	07/05/2025	Matrix Superannuation	Superannuation Contributions	-275.62
DD4762.4	07/05/2025	Mercer Superannuation	Superannuation Contributions	-587.31
DD4762.5	07/05/2025	Care Super	Superannuation Contributions	-312.14
850	07/05/2025	Police Licensing Payments	Police Licensing Payments	-6624.15
EFT9710	07/05/2025	Octave Holdings T/A Narrogin Toyota Mazda	Diagnostics Of Ute Dash Lights and Codes	-4376.55
EFT9715	07/05/2025	Zircodata Pty Ltd	Monthly Archive Storage Fees	-28.11
EFT9714	07/05/2025	Wheatbelt Strength & Conditioning	Strength And Balancing Classes - April 2025	-570
EFT9713	07/05/2025	Wallis Computer Solutions	Agreement MSA-Adobe Pro - 2 Licenses	-680.09
EFT9712	07/05/2025	Shire Of Narrogin	Disposal Of Household Waste - November 2024	-3760.02
DD4762.8	07/05/2025	Colonial First State	Superannuation Contributions	-351.78
DD4762.6	07/05/2025	MLC Super Fund	Superannuation Contributions	-847.1
EFT9695	07/05/2025	Bruce Brennan	Correction To Previous Reimbursement	-109.28
EFT9696	07/05/2025	Best Office Systems	Monthly Photocopy Charges - 20/03/2025- 20/04/2025	-1087.11
EFT9697	07/05/2025	Cloud Collections Pty Ltd	Debt Collection Services – April 2025	-3569.54
EFT9698	07/05/2025	Cuballing Roadhouse Restaurant & LPO Pty Ltd	Morning Tea For BFAC 10 /4/25	-320.95
EFT9699	07/05/2025	Dews Mini Excavations	Excavator Hire for Drainage Darcy St - 18.5 Hours (Went Over Time)	-6765
EFT9700	07/05/2025	Derbahl	Pump Out RV Septics in Cuballing	-488
EFT9701	07/05/2025	Great Southern Fuel Supplies	ULSD 10pp - 3,800 L	-6720.33
EFT9702	07/05/2025	Great Southern Waste Disposal	Rubbish Removal – April 2025	-8210.71
EFT9703	07/05/2025	Hancocks Home Hardware	Monthly Account	-100.35
EFT9704	07/05/2025	Landgate	Interim Rating Rolls	-7462.35
EFT9705	07/05/2025	LGIS Insurance	Workers Compensation Adjustment For 2023/2024	-8132.88

EFT9706	07/05/2025	Narrogin Bearing Services	1 X Degreasing Gun 1 X Sure Set Glue	-158.59
EFT9707	07/05/2025	Narrogin Gasworx	2 X 9kg Gas Bottles	-60
EFT9708	07/05/2025	Narrogin Packaging and Motorcycles & Accessories	6 X Boxes Toilet Rolls 3 X Boxes Habnd Towels 2 X Boxes Nitrate Gloves 1 X Dust Broohand Pan 1 X Broom Head	-765.4
EFT9709	07/05/2025	Narrogin Pumps Solar and Spraying	1 X Viton Hi Flo Valve Solenoid for Chemical Sprayer 2 X 1 - 3/4 Sockets 1 X Thread Tape	-138.77
850	08/05/2025	Police Licensing Payments	Police Licensing Payments	-93.3
20346	08/05/2025	Shire Of Cuballing	Standpipe Charges – April 2025	-2007.29
20345	08/05/2025	Synergy	Street Lighting - 43 Street Lights	-1724.1
EFT9729	08/05/2025	Total Undercar	4 X New Tyres and Wheel Alignment Cn1	-906.5
EFT9728	08/05/2025	Patmore Feeds Pty Ltd	Rates Refund	-1362.56
EFT9727	08/05/2025	Octave Holdings T/A Narrogin Toyota Mazda	1x New Mazda Cx-30d 6auto Wagon G20 Touring	-290
EFT9725	08/05/2025	Narelle Gay Rowe	Utilities Subsidy	-92.51
EFT9717	08/05/2025	Anika KEELING	Consultancy Services - Review and Update of Shires of Cuballing & Narrogin Local Emergency Management, Recovery & Evacuation Documents	-12065
EFT9718	08/05/2025	Builders Registration Board Building Commission	April 2025 BSL Remittance	-260.14
EFT9719	08/05/2025	Corsign (WA) Pty Ltd	Detour Signs and Advisory Signs for Darcy Street Road Closed Set Up.	-2270.4
EFT9720	08/05/2025	Dryandra Regional Equestrian Association	Contribution To the Dryandra Equestrian Centre Indoor Arena Surface Upgrade Works	-15000
EFT9721	08/05/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	-4026.03
EFT9722	08/05/2025	Lindsay Malcolm Booth	Reimbursement – Staff Medical and Police Clearance	-253.8
EFT9723	08/05/2025	Narrogin Earthmoving and Concrete	Hire Of Semi Prime Mover for Stratherne Road	-4290
EFT9724	08/05/2025	Narrogin Packaging and Motorcycles & Accessories	3 X 24v Solenoids Coils for Roadside Sprayer	-64.5
850	09/05/2025	Police Licensing Payments	Police Licensing Payments	-1164.85
850	12/05/2025	Police Licensing Payments	Police Licensing Payments	-197.1
850	13/05/2025	Loan Repayment No. 64 Land	Loan Repayment No. 64 Land	-8942.52
850	14/05/2025	Police Licensing Payments	Police Licensing Payments	-1285.65
850	15/05/2025	Police Licensing Payments	Police Licensing Payments	-47.35
DD4779.1	15/05/2025	Department Of Justice	Fines Enforcement - Lodgement Fee	-172
EFT9732	16/05/2025	Hancocks Home Hardware	Monthly Account - Various Accounts	-394.39
EFT9733	16/05/2025	John Parry Medical Centre	Hepatitis B Vaccination	-85
EFT9734	16/05/2025	Mcpest Pest Control	Termite Inspections on All Shire Bridges	-3080
EFT9735	16/05/2025	Narrogin Bearing Services	Depot Materials	-797.44
EFT9736	16/05/2025	Narrogin Packaging and Motorcycles & Accessories	1 X Hand Towel Dispenser	-81.3
EFT9738	16/05/2025	Octave Holdings T/A Narrogin Toyota Mazda	Install New Clutch Toyota Hilux Ute	-3067.83

EFT9739	16/05/2025	R Munns Engineering Consulting Services	Engineer Consulting Work On Darcy St Realignment	-14147.98
EFT9740	16/05/2025	Westrac	2,000hrs Service on Cat 140 Grader Cn387	-5561.8
EFT9731	16/05/2025	Edge Planning & Property	Town Planning Consultancy Services - March 2025	-1168.33
EFT9730	16/05/2025	Eco-Edge Environmental Services	Fauna Habitat Survey Darcy St & Springhill Road	-4116.2
850	16/05/2025	Police Licensing Payments	Police Licensing Payments	-1487.1
20347	16/05/2025	Shire Of Cuballing	Petty Cash May 2025	-210.35
850	20/05/2025	Police Licensing Payments	Police Licensing Payments	-633.6
850	21/05/2025	Police Licensing Payments	Police Licensing Payments	-1915.95
DD4782.9	21/05/2025	Rest	Superannuation Contributions	-218.5
DD4782.8	21/05/2025	Colonial First State	Superannuation Contributions	-347.25
850	21/05/2025	ATO Clearing	Ato Clearing Account Bas	-57801
DD4782.1	21/05/2025	Australian Super	Payroll Deductions	-2413.05
DD4782.2	21/05/2025	Aware Super Pty Ltd	Superannuation Contributions	-4264.84
DD4782.3	21/05/2025	Matrix Superannuation	Superannuation Contributions	-275.62
DD4782.4	21/05/2025	Mercer Superannuation	Superannuation Contributions	-587.31
DD4782.5	21/05/2025	Care Super	Superannuation Contributions	-162.86
DD4782.6	21/05/2025	MLC Super Fund	Superannuation Contributions	-1102.64
DD4782.7	21/05/2025	Hostplus Super	Superannuation Contributions	-110.68
850	22/05/2025	Police Licensing Payments	Police Licensing Payments	-798.95
EFT9755	23/05/2025	Winc Australia Pty Limited	3 X Archive Boxes (5 Pack)	-256.21
EFT9754	23/05/2025	Wallis Computer Solutions	Support From Wallis It - April 2025	-395.56
EFT9753	23/05/2025	T/A Octave Holdings (Narrogin Toyota) Narrogin Stihl	1 X Stihl GTA 26 10.6v Garden Pruner	-561.91
EFT9752	23/05/2025	Shire Of Kulin	Pad Foot Roller Hire for Darcy Street Construction \$65 Per Hr	-650
EFT9751	23/05/2025	Parrys Narrogin	Protective Clothing	-1596.06
EFT9745	23/05/2025	Great Southern Towing Pty Ltd	1 X New Battery for Ford Ranger	-379
EFT9744	23/05/2025	Edge Planning & Property	Town Planning Consultancy Services - April 2025	-1410.06
EFT9743	23/05/2025	Corsign (WA) Pty Ltd	Signs As Per Quote 00094158	-5863.22
EFT9742	23/05/2025	Bks Electrical	Install New Light in Kitchen	-659.71
EFT9741	23/05/2025	Auspan Group & Shedspan	Refund For Double Payment	-110
EFT9750	23/05/2025	Power Networx	Telstra Internet Fibre Network - April 2025	-416.9
EFT9749	23/05/2025	Narrogin Auto Electrics	2 X New LED Revolving Lights	-648.23
EFT9748	23/05/2025	Mckenzie's Transport	Monthly Freight Charges - RCPA	-1179.3
EFT9747	23/05/2025	Lg Corporate Solutions Pty Ltd	Assistance With 2024/2025 Budget Review	-9405
EFT9746	23/05/2025	Heritage Intelligence	Consultancy Services - Review of Shire of Cuballing Heritage List	-2831.12
20348	23/05/2025	Water Corporation	Water Charges - Ridley Street Cuballing	-11115.31
850	23/05/2025	Police Licensing Payments	Police Licensing Payments	-93.3
850	26/05/2025	Police Licensing Payments	Police Licensing Payments	-1239.55



850	27/05/2025	Police Licensing Payments	Police Licensing Payments	-295.45
850	29/05/2025	Police Licensing Payments	Police Licensing Payments	-46.85
DD4798.1	29/05/2025	Telstra	Sign Board Charges - May 2025	-14.5
EFT9779	30/05/2025	Winc Australia Pty Limited	15 X Archive Boxes	-61.94
EFT9780	30/05/2025	Zircodata Pty Ltd	Monthly Archive Storage Fees - 01/04/2025 To 30/04/2025	-28.11
EFT9778	30/05/2025	Westrac	Service Of Cat Steel Drum Roller 1,500hrs As Per Quote 89259	-2818.26
EFT9777	30/05/2025	Western Stabilisers	Supply And Lay Stabilising and Wet Mixing on Darcy St SLK 0.06-0.37	-62434.64
EFT9776	30/05/2025	Wallis Computer Solutions	Fix And Install New Laptop for Works Manager	-3471.8
EFT9775	30/05/2025	WA Local Government Association (Walga)	Walga Training -- Certificate iii in Local Government - Traineeship	-397.7
EFT9774	30/05/2025	Unique Strokes WA	Painting Back of House - Cuballing Ag Hall	-8750
20349	30/05/2025	Synergy	Electricity Charges - Lot 20 Howard Street, Popanyinning	-466.87
EFT9773	30/05/2025	Power Networkx	Telstra Internet Fibre Network - May 2025	-416.9
EFT9772	30/05/2025	Peter John Denton	Art Class Per Week To - May 2025	-500
EFT9771	30/05/2025	Octave Holdings T/A Narrogin Toyota Mazda	50,000km Service Cn0	-290
EFT9770	30/05/2025	Narrogin Tyrepower	Repair Puncture Roller Tyre	-343
EFT9769	30/05/2025	Narrogin Pumps Solar and Spraying	Materials for Depot	-266.85
EFT9768	30/05/2025	KIM HARRIS	Architectural Documentation for Additions and Alterations to Cuballing Ag	-3000
EFT9767	30/05/2025	J & D Rural Fencing	Remove and replace fencing as per quote	-7661.5
EFT9766	30/05/2025	Hersey Safety Pty Ltd	50 x Guideposts	-632.5
EFT9765	30/05/2025	Hancocks Home Hardware	Monthly Account - Foam Expanding Gun	-149.4
EFT9764	30/05/2025	Great Southern Waste Disposal	Rubbish Removal – April 2025	-7099.52
EFT9763	30/05/2025	Great Southern Fuel Supplies	24 x Grease Cartridges	-279.42
EFT9762	30/05/2025	Edge Planning & Property	Town Planning Consultancy Services - December 2024 to January 2025	-1208.62
EFT9761	30/05/2025	Dews Mini Excavations	Excavator and Bobcat hire for drainage	-2805
EFT9760	30/05/2025	Councilfirst Pty Ltd	Monthly management and Support - Professional Services April 2025	-904.75
EFT9759	30/05/2025	Cloud Collections Pty Ltd	Debt Collection Services - April 2025	-1666.24
EFT9758	30/05/2025	Best Office Systems	Monthly Photocopy Charges	-908.81
EFT9757	30/05/2025	Bks Electrical	Retrieve footage from Popo CCTV	-533.5
EFT9756	30/05/2025	Bill & Bens Hot Bread Shop	Cakes for Cancers Biggest morning tea	-89.5
850	30/05/2025	Police Licensing Payments	Police Licensing Payments - Error Fix	3
850	30/05/2025	Police Licensing Payments	Police Licensing Payments	-19.4
<b>Total</b>				<b>-388262.65</b>

### 9.1.1B List of May 2025 Credit Card Transactions

Name	Description	Amount
The West Australian	Quarterly Subscription to The West Australian	96.00
Department of Racing, gaming and Liquor	Liquor Licence for Cuballing Ball 2025	60.50
7 Eleven	Fuel for CEO vehicle	203.38
MoreTelecom	Internet for CEO Residence - Monthly	92.00
Mcleods Lawyers	Dog Attack - Legal Charges	1027.84
Work Health Professionals	Audiometric Testing for Outside Staff	674.52
BP Cannington	Fuel for CEO vehicle	237.11
Coles	Materials for Popanyinning School Building Opening	147.76
Bill & Bens Hot Bread Shop	Food for Popanyinning School Building Opening	25.50
Ampol Narrogin (Caltex)	Fuel for DCEO Vehicle - 039CN	71.01
Cuballing Tavern	Councillor Meals - May Council Meeting	336.40
GSM Outdoors	Monthly Charge	31.28
NAB	International Transaction Fee	0.94
Pivotel	Trak Spotting for Works Crew	93.00
<b>Total</b>		<b>3097.24</b>

### 9.1.1C List of May 2025 Petty Cash Transactions

	Refreshments	Admin Other	Aged Friendly	
Item Description	1041050	1042390	CE01	Total
Groceries	\$194.90		\$25.96	\$220.86
Misc (Cleaning supplies)				
Stationary/Postage				
Materials		\$8.00		\$8.00
Licensing				
			<b>Total</b>	<b>\$228.86</b>

## 9.1.2 Statement of Financial Activity – May 2025

Applicant: N/A  
File Ref. No: ADM214  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> June 2025  
Author: Narelle -Deputy Chief Executive Officer  
Attachments: 9.1.2A Statement of Financial Activity 2025

### Summary

For Council to receive the Statement of Financial Activity for May 2025.

### Background

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail.

- The annual budget estimates, including budget amendments.
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year-to-date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

### Comment

Nil

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

### Consultation

Martin Whitely – LG Corporate Solutions

### Voting Requirements

Simple Majority

### **OFFICER'S RECOMMENDATION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A, for the Shire of Cuballing for period ending 31st May 2025 be received.**

**SHIRE OF CUBALLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 May 2025**

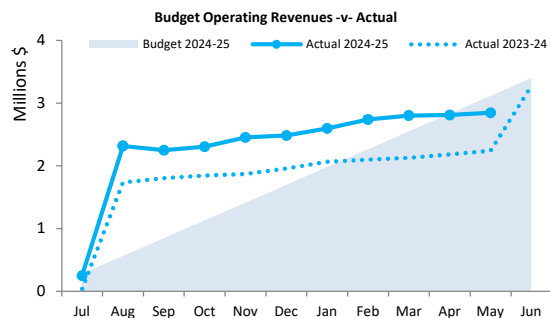
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

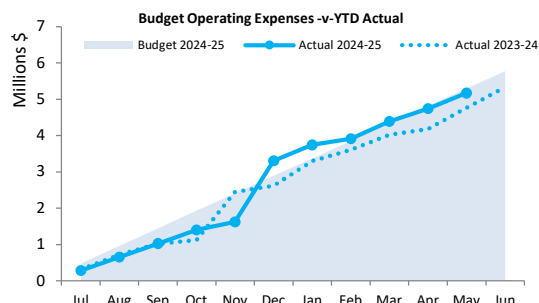
Graphical Information	2
Executive Summary	3
Key Terms and Descriptions	4
Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Disposal of Assets	12
Note 7 Capital Acquisitions	13
Note 8 Borrowings	15
Note 9 Reserves	15
Note 10 Other Current Liabilities	17
Note 11 Operating grants and contributions	18
Note 12 Non operating grants and contributions	19
Note 13 Trust Fund	20
Note 14 Budget Amendments	21
Note 15 Explanation of Material Variances	23

OPERATING ACTIVITIES

OPERATING REVENUE

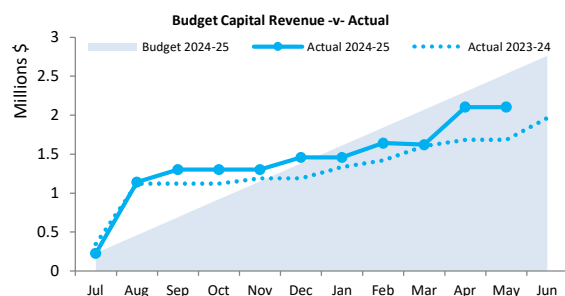


OPERATING EXPENSES

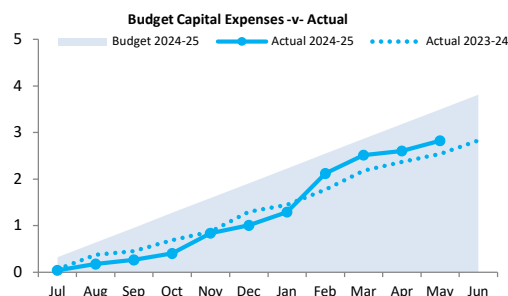


INVESTING ACTIVITIES

CAPITAL REVENUE

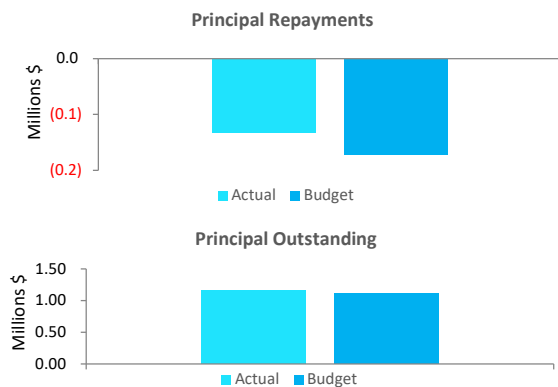


CAPITAL EXPENSES

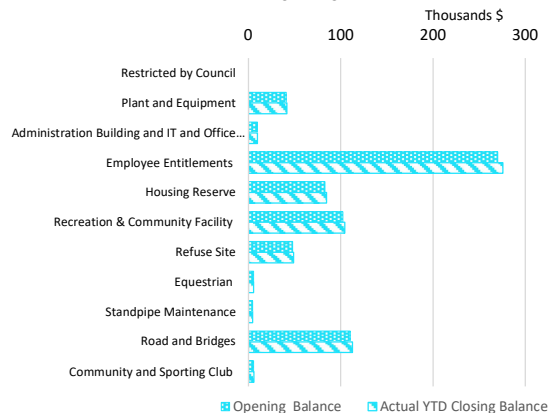


FINANCING ACTIVITIES

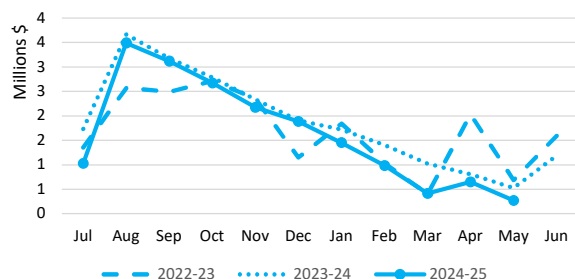
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2025**

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

	Funding surplus / (deficit)			
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.90 M	\$0.90 M	\$0.90 M	\$0.00 M
Closing	\$0.02 M	\$0.29 M	\$0.27 M	(\$0.02 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$0.92 M	% of total
Unrestricted Cash	\$0.18 M	19.4%
Restricted Cash	\$0.74 M	80.6%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.09 M	% Outstanding
Trade Payables	\$0.03 M	
0 to 30 Days		92.3%
Over 30 Days		7.7%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.02 M	% Collected
Rates Receivable	\$0.10 M	94.5%
Trade Receivable	\$0.02 M	% Outstanding
Over 30 Days		(345.8%)
Over 90 Days		\$ M

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.05 M	\$0.21 M	\$0.17 M	(\$0.04 M)

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.69 M	% Variance
YTD Budget	\$1.69 M	(0.2%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$0.54 M	% Variance
YTD Budget	\$1.02 M	(46.9%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.45 M	% Variance
YTD Budget	\$0.38 M	18.3%

Refer to Statement of Financial Activity

**Key Investing Activities**

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.67 M)		(\$0.65 M)	(\$0.65 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.06 M	%
Amended Budget	\$0.06 M	0.0%

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.82 M	% Spent
Amended Budget	\$3.33 M	(15.4%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$2.11 M	% Received
Amended Budget	\$2.60 M	(19.0%)

Refer to Note 7 - Capital Acquisitions

**Key Financing Activities**

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.26 M)	(\$0.22 M)	(\$0.15 M)	\$0.08 M

Refer to Statement of Financial Activity

Borrowings		
Principal repayments	\$0.13 M	
Interest expense	\$0.02 M	
Principal due	\$1.16 M	

Refer to Note 8 - Borrowings

Reserves		
Reserves balance	\$0.69 M	
Interest earned	\$0.01 M	

Refer to Note 9 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**REVENUE**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

**PROFIT ON ASSET DISPOSAL**

Excess of assets received over the net book value for assets on their disposal.

**NATURE OR TYPE DESCRIPTIONS**

**EXPENSES**

**EMPLOYEE COSTS**

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Shortfall between the value of assets received over the net book value for assets on their disposal.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	898,884	898,884	898,884	0	0.00%	
<b>Revenue from operating activities</b>							
Rates		1,686,395	1,689,308	1,685,990	(3,318)	(0.20%)	
Operating grants, subsidies and contributions	11	1,090,656	1,021,080	542,367	(478,713)	(46.88%)	▼
Fees and charges		405,273	377,417	446,610	69,193	18.33%	▲
Interest earnings		65,067	59,631	83,763	24,132	40.47%	▲
Other revenue		101,270	96,122	81,396	(14,726)	(15.32%)	▼
Profit on disposal of assets	6	9,377	9,377	9,378	1	0.01%	
		<b>3,358,038</b>	<b>3,252,935</b>	<b>2,849,504</b>	<b>(403,431)</b>	<b>(12.40%)</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(1,347,364)	(1,237,999)	(1,037,066)	200,933	16.23%	▲
Materials and contracts		(1,458,983)	(1,344,760)	(1,172,527)	172,233	12.81%	▲
Utility charges		(125,903)	(111,888)	(128,302)	(16,414)	(14.67%)	▼
Depreciation on non-current assets		(2,692,301)	(2,478,230)	(2,501,672)	(23,442)	(0.95%)	
Interest expenses		(45,784)	(30,502)	(18,304)	12,198	39.99%	▲
Insurance expenses		(225,390)	(223,359)	(232,784)	(9,425)	(4.22%)	
Other expenditure		(93,080)	(88,014)	(74,934)	13,080	14.86%	▲
Loss on disposal of assets	6	(4,238)	(4,163)	(4,238)	(75)	(1.80%)	
		<b>(5,993,043)</b>	<b>(5,518,915)</b>	<b>(5,169,827)</b>	<b>349,088</b>	<b>(6.33%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,687,162	2,473,016	2,491,109	18,093	0.73%	
<b>Amount attributable to operating activities</b>		<b>52,157</b>	<b>207,036</b>	<b>170,786</b>	<b>(36,250)</b>	<b>(17.51%)</b>	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	2,600,045	2,496,402	2,105,213	(391,189)	(15.67%)	▼
Proceeds from disposal of assets	6	62,212	62,212	62,213	1	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,334,681)	(3,157,501)	(2,820,763)	336,738	10.66%	▲
<b>Amount attributable to investing activities</b>		<b>(672,424)</b>	<b>(598,887)</b>	<b>(653,337)</b>	<b>(54,450)</b>	<b>9.09%</b>	
<b>Financing Activities</b>							
Proceeds from new debentures	8	0	0	0	0	0.00%	
Transfer from reserves	9	14,000	0	0	0	0.00%	
Repayment of debentures	8	(171,275)	(133,186)	(132,402)	784	0.59%	
Transfer to reserves	9	(105,851)	(88,726)	(14,437)	74,289	83.73%	▲
<b>Amount attributable to financing activities</b>		<b>(263,126)</b>	<b>(221,912)</b>	<b>(146,839)</b>	<b>75,073</b>	<b>(33.83%)</b>	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>15,491</b>	<b>285,121</b>	<b>269,494</b>	<b>(15,627)</b>	<b>5.48%</b>	

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.



**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 13 June 2025

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(9,377)	(9,377)	(9,378)
Less: Movement in liabilities associated with restricted cash		0	0	5,750
Movement in pensioner deferred rates (non-current)		0	0	(11,173)
Add: Loss on asset disposals	6	4,238	4,163	4,238
Add: Depreciation on assets		2,692,301	2,478,230	2,501,672
<b>Total non-cash items excluded from operating activities</b>		<b>2,687,162</b>	<b>2,473,016</b>	<b>2,491,109</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 May 2025
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(677,913)	(677,911)	(692,348)
Add: Borrowings	8	171,275	171,275	38,873
Add: Provisions employee related provisions	10	256,648	270,021	275,771
<b>Total adjustments to net current assets</b>		<b>(249,990)</b>	<b>(236,615)</b>	<b>(377,704)</b>

**(c) Net current assets used in the Statement of Financial Activity**

<b>Current assets</b>				
Cash and cash equivalents	2	1,552,524	1,655,766	915,773
Rates receivables	3	108,074	133,347	100,670
Receivables	3	141,361	191,939	21,294
Other current assets	4	22,043	47,777	41,158
<b>Less: Current liabilities</b>				
Payables	5	(74,011)	(308,886)	(90,958)
Borrowings	8	(171,275)	(171,275)	(38,873)
Contract liabilities	10	(177,560)	(156,521)	(45,218)
Provisions	10	(256,648)	(256,648)	(256,648)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(249,990)</b>	<b>(236,615)</b>	<b>(377,704)</b>
<b>Closing funding surplus / (deficit)</b>		<b>894,518</b>	<b>898,884</b>	<b>269,494</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cash at Bank		25,283	45,318	70,601	0	NAB	TBA	N/A
Municipal Cash Investments (Online and at call account)		140,623	0	140,623	0	NAB	TBA	N/A
Term Deposits - Restricted Funds		(2,921)	692,348	689,427	0	NAB	TBA	TBA
Term Deposits - Unrestricted Funds		14,422	0	14,422	0	NAB	TBA	TBA
Petty Cash		700	0	700	0	N/A	N/A	N/A
<b>Total</b>		<b>178,107</b>	<b>737,666</b>	<b>915,773</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		178,107	737,666	915,773	0			
		<b>178,107</b>	<b>737,666</b>	<b>915,773</b>	<b>0</b>			

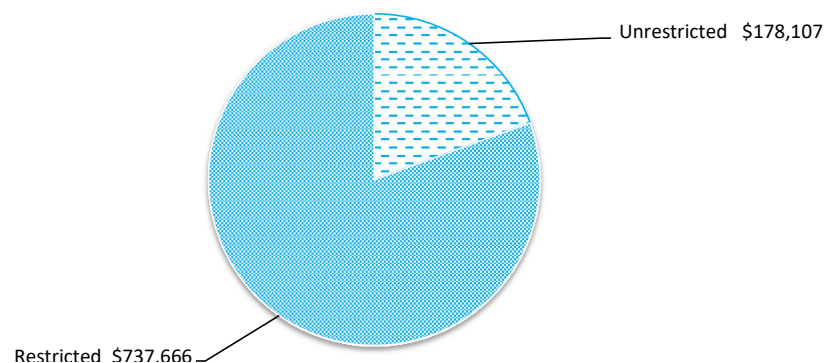
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

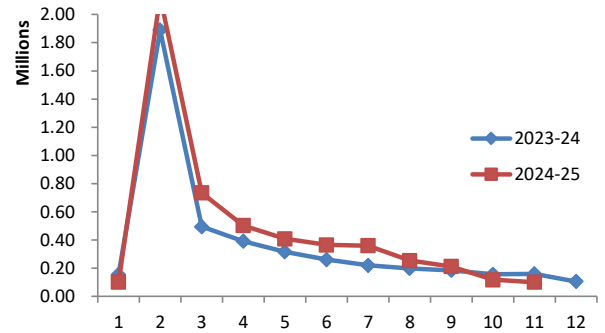
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
	\$	\$
Opening arrears previous years	173,082	133,347
Levied this year	1,831,638	1,685,990
Less - collections to date	(1,871,373)	(1,718,667)
Gross rates collectable	133,347	100,670
Net rates collectable	133,347	100,670
% Collected	93.3%	94.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(907)	95,841	172	6,904	(80,717)	21,293
Percentage	-4.26%	450.10%	0.81%	32.42%	-379.08%	100.00%
Balance per trial balance						
Sundry receivable						21,293
GST receivable						1
<b>Total receivables general outstanding</b>						<b>21,294</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

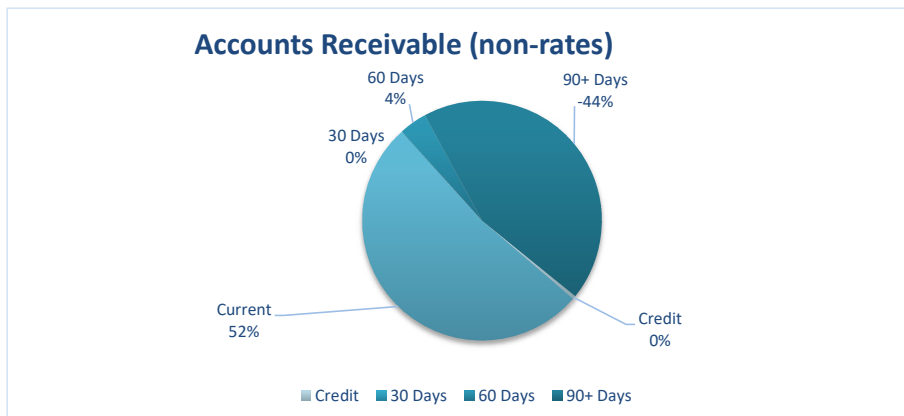
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
<b>Other current assets</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Inventory</b>				
Fuel	16,343	0	0	16,343
<b>Other Assets</b>				
Prepayments	5,700	0	(5,700)	0
Accrued income	25,734	0	(919)	24,815
<b>Total other current assets</b>	<b>47,777</b>	<b>0</b>	<b>(6,619)</b>	<b>41,158</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

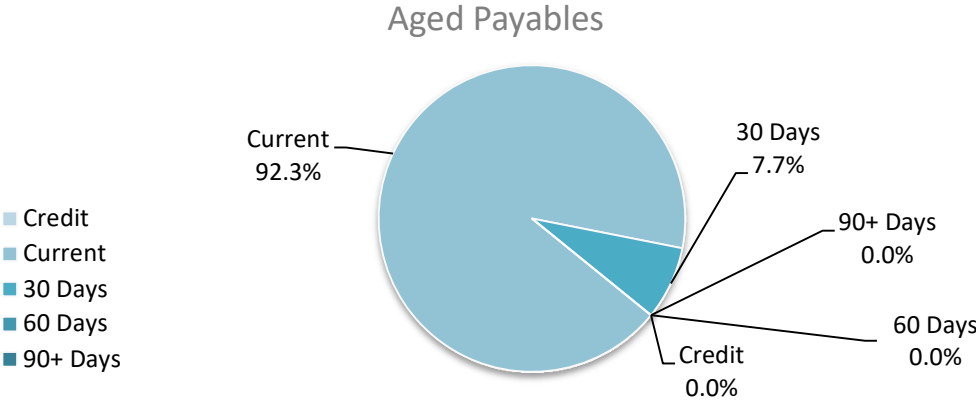
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES**  
**NOTE 5**  
**PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	31,499	2,637	0	0	34,136
Percentage	0%	92.3%	7.7%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						32,032
ATO liabilities						1,001
Bonds & Deposits						11,194
Prepaid Rates						46,731
<b>Total payables general outstanding</b>						<b>90,958</b>
<b>Amounts shown above include GST (where applicable)</b>						

**KEY INFORMATION**

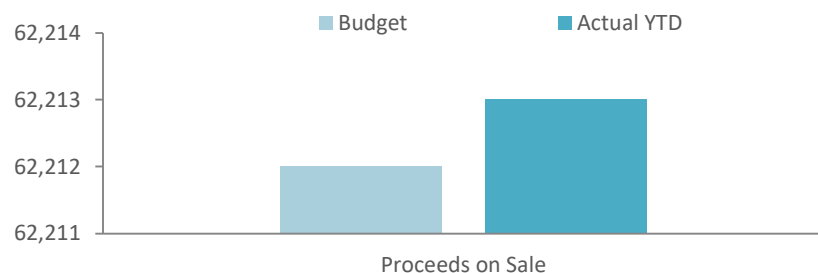
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Hino Truck	22,673	22,894	221	0	22,500	21,849	0	(651)
	DCEO Vehicle	16,000	21,818	5,818	0	14,623	24,000	9,377	0
	Dual Cab Utility	18,400	17,500	0	(900)	19,950	16,364	0	(3,586)
		<b>57,073</b>	<b>62,212</b>	<b>6,039</b>	<b>(900)</b>	<b>57,073</b>	<b>62,213</b>	<b>9,377</b>	<b>(4,237)</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Land				0
Land - vested in and under the control of Council				0
Buildings	194,022	181,074	104,281	(76,793)
Furniture and equipment	79,200	72,589	618	(71,971)
Plant and equipment	250,545	242,662	249,730	7,068
Infrastructure - roads	2,675,228	2,536,810	2,451,292	(85,518)
Infrastructure - bridges	40,000	36,663	14,050	(22,613)
Infrastructure - parks, ovals & playgrounds	95,686	87,703	792	(86,911)
<b>Payments for Capital Acquisitions</b>	<b>3,334,681</b>	<b>3,157,501</b>	<b>2,820,763</b>	<b>(336,738)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,600,045	2,496,402	2,105,213	(391,189)
Borrowings	0	0	0	0
Other (disposals & C/Fwd)	62,212	62,212	62,213	1
Contribution - operations	686,424	598,887	653,337	54,450
<b>Capital funding total</b>	<b>3,334,681</b>	<b>3,157,501</b>	<b>2,820,763</b>	<b>(336,738)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

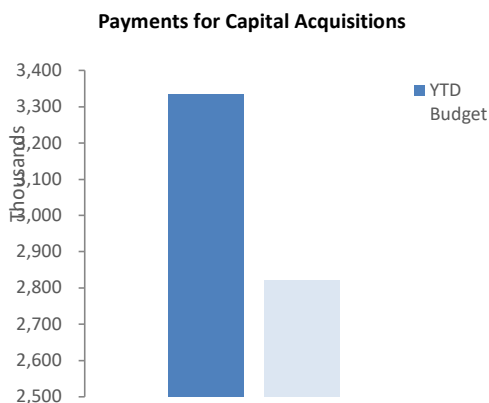
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between**

**mandatory revaluation dates for assets held at fair value**

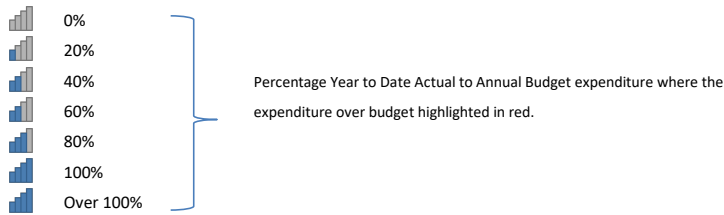
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.





Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

		Amended			Variance
Account Description		Budget	YTD Budget	YTD Actual	Under/(Over)
		\$	\$	\$	\$
<b>Land &amp; Buildings</b>					
C214	Land Purchase - Light Industrial Area	0	0	0	0
J4114D	Administration Office Refurbishment	30,000	27,500	7,400	20,100
C084	Aged Persons Accommodation Capital Expense	38,822	38,822	38,822	0
11057	CCTV Camera's	20,000	18,326	15,059	3,267
C215	Popanyinning School House (Lrci Funding)	35,000	32,076	31,863	213
C162	Cuballing Town Hall - Capital Works	60,000	55,000	11,137	43,863
C173	Skate Park Refurbishment	10,200	9,350	0	9,350
<b>Total Buildings</b>		<b>194,022</b>	<b>181,074</b>	<b>104,281</b>	<b>76,793</b>
<b>Furniture &amp; Equipment</b>					
04270	Capital Expenditure - Furniture & Equipment	79,200	72,589	618	71,971
<b>Total Furniture &amp; Equipment</b>		<b>79,200</b>	<b>72,589</b>	<b>618</b>	<b>71,971</b>
<b>Plant &amp; Equipment</b>					
12416	Capital Expenditure - Plant & Equipment - Isuzu Truck	101,000	101,000	100,110	890
04267	Capital Expenditure - Plant & Equipment - DCEO Vehicle	35,909	32,912	35,909	(2,997)
12406	Capital Purchase - Dual Cab Utility	55,136	55,136	55,136	0
12431	Outfront Mower & Trailer	53,000	48,576	53,380	(4,804)
12432	Bitumen Emulsion Trailer	5,500	5,038	5,195	(157)
<b>Total Plant &amp; Equipment</b>		<b>250,545</b>	<b>242,662</b>	<b>249,730</b>	<b>(7,068)</b>
<b>Roads</b>					
R001G	Rrg - Stratherne Road Reconstruction 24/25	594,995	566,905	588,163	(21,258)
RTR139	Roads To Recovery - Darcy Street	296,656	271,898	268,677	3,221
RTR095	Roads To Recovery - Alton Street	237,962	218,097	55,729	162,368
WFO07R	Wsfm - 2023/24 Cuballing East Rd Final Seal	165,550	151,745	162,724	(10,979)
WSF008	Wsfm - Cuballing East Reconstruction Slk'S 0.10 - 10.48 & 2.42 - 12.80	1,339,546	1,291,029	1,369,643	(78,614)
WSF007L	Cuballing East Road - 24/25 Line Marking	0	0	0	0
WF129D	Wsfm - 2022/23 Narrogin Wandering Road-Development	40,519	37,136	6,356	30,780
<b>Total Roads</b>		<b>2,675,228</b>	<b>2,536,810</b>	<b>2,451,292</b>	<b>85,518</b>
<b>Bridges</b>					
11214	Bridge Improvements - Capital Upgrades	40,000	36,663	14,050	22,613
<b>Total Bridges</b>		<b>40,000</b>	<b>36,663</b>	<b>14,050</b>	<b>22,613</b>
<b>Parks, Ovals &amp; Playgrounds</b>					
C207	Heritage Walk Trail	15,000	13,750	0	13,750
C216	Popanyinning Recreation Grounds	80,686	73,953	792	73,161
<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>95,686</b>	<b>87,703</b>	<b>792</b>	<b>86,911</b>
<b>Other Infrastructure</b>					
C201	Cuballing Railway Reserve	0	0	0	0
C222	Cuballing Town Centre Master Plan	0	0	0	0
<b>Total Other Infrastructure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,334,681</b>	<b>3,157,501</b>	<b>2,820,763</b>	<b>336,738</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**FINANCING ACTIVITIES**

**NOTE 8**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>										
Aged Accommodation	56	781,151	0	0	(37,241)	(75,330)	743,910	705,821	(12,738)	(31,410)
<b>Transport</b>										
Grader	67	407,025	0	0	(78,191)	(79,722)	328,834	327,303	(5,210)	(10,704)
<b>Other property and services</b>										
Austral Land	64	100,111	0	0	(16,970)	(16,223)	83,141	83,888	(357)	(3,669)
Industrial Land	68		0	0	0	0	0	0	0	0
<b>Total</b>		1,288,287	0	0	(132,402)	(171,275)	1,155,885	1,117,012	(18,305)	(45,783)
Current borrowings		171,275					38,873			
Non-current borrowings		1,117,012					1,117,012			
		1,288,287					1,155,885			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2024, nor is it expected to have unspent funds as at 30th June 2025.

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES**

**NOTE 9**

**RESERVE ACCOUNTS**

**Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Plant and Equipment	40,658	1,823	866	60,000	0	0	0	102,481	41,524
Administration Building and IT and Office Equipment	9,598	428	204	0	0	(9,000)	0	1,026	9,802
Employee Entitlements	270,021	12,150	5,750	0	0	0	0	282,171	275,771
Housing Reserve	82,622	3,690	1,759	0	0	0	0	86,312	84,381
Recreation & Community Facility	102,174	0	2,176	20,000	0	0	0	122,174	104,350
Refuse Site	47,647	2,138	1,015	0	0	0	0	49,785	48,662
Equestrian	5,151	230	110	0	0	(5,000)	0	381	5,261
Standpipe Maintenance	4,295	194	92	0	0	0	0	4,489	4,387
Road and Bridges	110,168	4,950	2,346	0	0	0	0	115,118	112,514
Community and Sporting Club	5,577	248	119	0	0	0	0	5,825	5,696
	<b>677,911</b>	<b>25,851</b>	<b>14,437</b>	<b>80,000</b>	<b>0</b>	<b>(14,000)</b>	<b>0</b>	<b>769,762</b>	<b>692,348</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**OPERATING ACTIVITIES  
NOTE 10  
OTHER CURRENT LIABILITIES**

		Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	Note	1 July 2024				31 May 2025
		\$		\$	\$	\$
<b>Other liabilities</b>						
- Capital grant/contribution liabilities		156,521	0	0	(111,303)	45,218
<b>Total other liabilities</b>		156,521	0	0	(111,303)	45,218
<b>Employee Related Provisions</b>						
Annual leave		130,498	0	0		130,498
Long service leave		126,150	0	0		126,150
<b>Total Employee Related Provisions</b>		256,648	0	0	0	256,648
<b>Total other current assets</b>		<b>413,169</b>	<b>0</b>	<b>0</b>	<b>(111,303)</b>	<b>301,866</b>
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025

NOTE 11

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget Revenue	YTD Budget	YTD Revenue
	1 July 2024		(As revenue)	31 May 2025	31 May 2025			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
Income - Grant - Traineeship Incentives	35,596	0	(11,278)	24,318	0	35,596	32,626	11,278
<b>General purpose funding</b>								
Income - Grants Commission	0	0	0	0	0	312,034	286,022	84,052
<b>Law, order, public safety</b>								
Income - Fire Prevention - Grants	0	0	0	0	0	109,083	103,416	113,084
Income Fire Mitigation Grants	0	0	0	0	0	182,400	167,200	91,200
Income - DFES Aware Grant	20,900	0	0	20,900	0	20,900	19,151	0
<b>Recreation and culture</b>								
Income - Youth Activity Funding	0	0	0	0	0	1,000	913	0
Income - Community Development & Events	0	0	0	0	0	19,000	17,413	14,091
Community Development & Events - Grants	0	0	0	0	0	6,000	5,500	4,000
Community Development & Events - Other	0	0	0	0	0	0	0	0
Income - Cuby Groovefest	14,091	0	(14,091)	0	0	88,448	88,448	55,936
<b>Transport</b>								
Income - Grant - MRWA Direct	0	0	0	0	0	126,580	126,580	126,580
Income - Grants Commission Local Road Grant	0	0	0	0	0	189,615	173,811	42,146
	<b>70,587</b>	<b>0</b>	<b>(25,369)</b>	<b>45,218</b>	<b>0</b>	<b>1,090,656</b>	<b>1,021,080</b>	<b>542,367</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025

NOTE 12  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2025	Current Liability 31 May 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
Income - LRCI Community Infrastructure Grant - Commonwealth	0	0	0	0	0	0	0	0
Income - Phase 2 Community Infrastructure Grant - LRCI	0	0	0	0	0	0	0	0
Income - Phase 3 community Infrastructure Grant - LRCI	0	0	0	0	0	70,593	64,702	0
Income - LRCI Phase 4	0	0	0	0	0	247,768	227,117	148,661
<b>Transport</b>								
Regional Road Grants	0	0	0	0	0	329,996	329,996	396,663
Wheatbelt Secondary Freight Network	0	0	0	0	0	1,524,152	1,482,690	1,481,934
WSFN - Income Wandering Narrogin Road	0	0	0	0	0	0	0	0
Dept. of Infrastructure - LRCI Funding - Phase 4 - Part B	0	0	0	0	0	142,918	130,999	77,955
2022/23 Cuballing East Road Wheatbelt Secondary Freight	85,934	0	(85,934)	0	0	0	0	0
Roads to Recovery	0	0	0	0	0	284,618	260,898	0
	<b>85,934</b>	<b>0</b>	<b>(85,934)</b>	<b>0</b>	<b>0</b>	<b>2,600,045</b>	<b>2,496,402</b>	<b>2,105,213</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**NOTE 13  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 May 2025
	\$	\$	\$	\$
Cuballing Cricket Club	200	0	0	200
Department of Transport - Licensing	8,374	280,308	(276,503)	12,179
	8,574	280,308	(276,503)	12,379

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**NOTE 14  
BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
<b>Budget Adoption</b>							15,491
	Opening Surplus(Deficit)	2025/23	Opening Surplus(Deficit)			4,366	19,857
05150	Income - Fire Prevention - Grants	2025/23	Operating Revenue		41,123		60,980
11703	Income - Cuby Groovefest	2025/23	Operating Revenue			(35,643)	25,337
04249	Income - Profit on Disposal of Assets	2025/23	Operating Revenue	9,377			25,337
12451	Income - Profit on Disposal of Assets	2025/23	Operating Revenue	(10,818)			25,337
13455	Income - Standpipe - Charges	2025/23	Operating Revenue			(55,000)	(29,663)
03170	Income - Rate Legal Costs Recovered	2025/23	Operating Revenue		10,000		(19,663)
14555	Income - Less Workers Compensation Claimed	2025/23	Operating Revenue		30,000		10,337
12163	Regional Road Grants	2025/23	Operating Revenue			(66,667)	(56,329)
12164	Wheatbelt Secondary Freight Network	2025/23	Operating Revenue			(93,333)	(149,663)
04253	Income - Proceeds on Disposal of Assets	2025/23	Operating Revenue		24,000		(125,663)
12480	Income - Proceeds on Disposal of Assets	2025/23	Operating Revenue			(28,106)	(153,768)
04232	Expenditure - Fringe Benefits Tax - Admin	2025/23	Operating Expenses			(10,000)	(163,768)
14505	Expenditure - Gross Salaries & Wages	2025/23	Operating Expenses			(30,000)	(193,768)
03101	Expenditure - Legal Fees	2025/23	Operating Expenses			(10,000)	(203,768)
04293	Expenditure - Computer Equipment - Mtnce	2025/23	Operating Expenses			(30,000)	(233,768)
05106	Expenditure - Fire Fighting and Firebreaks	2025/23	Operating Expenses			(25,000)	(258,768)
05107	Expenditure - Clothing and Accessories	2025/23	Operating Expenses			(5,000)	(263,768)
10610	Expenditure - Town Planning Consultant	2025/23	Operating Expenses			(5,000)	(268,768)
11120	Expenditure - Maintenance Cuballing Rec Centre & Oval	2025/23	Operating Expenses			(8,017)	(276,785)
11705	Community Events	2025/23	Operating Expenses			(61,441)	(338,226)
14320	Expenditure - Parts & Repairs	2025/23	Operating Expenses		40,927		(297,299)
13410	Expenditure - Standpipe costs	2025/23	Operating Expenses		40,000		(257,299)
14399	Expenditure - Depreciation - Other Property and Services Plant	2025/23	Operating Expenses	(125,000)			(257,299)
13461	Interest on Loans - Loan 68 Industrial Land	2025/23	Operating Expenses		7,500		(249,799)
04238	Expenditure- Insurance Administration	2025/23	Operating Expenses		6,941		(242,858)
12402	Expenditure - Loss on Disposal of Assets	2025/23	Operating Expenses	(3,338)			(242,858)
C084	Aged Persons Accommodation Capital Expense	2025/23	Capital Expenses			(38,822)	(281,680)
C214	Land Purchase - Light Industrial Area	2025/23	Capital Expenses		250,000		(31,680)
C219	Admin Office Phone System	2025/23	Capital Expenses		2,500		(29,180)
12416	Capital Expenditure - Plant & Equipment - Hino Truck	2025/23	Capital Expenses		7,864		(21,316)
R001G	Rrg - Stratherne Road Reconstruction 24/25	2025/23	Capital Expenses		100,000		78,684



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**NOTE 14  
BUDGET AMENDMENTS**

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
WSF008	Wsfm - Cuballing East Reconstruction SIK'S 0.10 - 10.48 & 2.42 - 12.8	2025/23	Capital Expenses		100,000		178,684
C201	Cuballing Railway Reserve	2025/23	Capital Expenses		30,000		208,684
C222	Cuballing Town Centre Master Plan	2025/23	Capital Expenses		30,000		238,684
72800	Equestrian Reserve	2025/23	Capital Revenue		5,000		243,684
12434	Loan 56 Principal Repayment	2025/23	Capital Revenue		21,808		265,491
12195	Income - New Loan Borrowings	2025/23	Capital Revenue			(250,000)	15,491
				(129,779)	747,663	(747,663)	15,491

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2025**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2024-25 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Timing/Permanent	Explanation of positive variances	
				Comments	
	\$	%			
<b>Opening funding surplus / (deficit)</b>	0	0.00%			
<b>Revenue from operating activities</b>					
Rates	(3,318)	(0.20%)	Timing	Immaterial	
Operating grants, subsidies and contributions	(478,713)	(46.88%) ▼	Timing	Timing relating to Financial Assistance Grants budgeted over a 12 month period Groovefest Income. Refer to Note 14 for adjustment made to reduction in water reimbursements	
Fees and charges	69,193	18.33% ▲	Timing	Additional interest from rate repayments and other municipal investments	
Interest earnings	24,132	40.47% ▲	Timing	Reimbursement of rate recovery legal costs & timing of Dept. Tspt commissions.	
Other revenue	(14,726)	(15.32%) ▼	Timing	Immaterial	
Profit on disposal of assets	1	0.01%	Timing		
<b>Expenditure from operating activities</b>					
Employee costs	200,933	16.23% ▲	Timing	Allocation of outside staff wages to capital projects in early months	
Materials and contracts	172,233	12.81% ▲	Timing	Current favourable variance due to budget amendments. Refer to Note 14 for provision made for additional costs to be incurred	
Utility charges	(16,414)	(14.67%) ▼	Timing	Standpipe water usage	
Depreciation on non-current assets	(23,442)	(0.95%)	Timing	Plant & Equipment	
Interest expenses	12,198	39.99% ▲	Timing	Timing - Interest relating to graders & aged care units	
Insurance expenses	(9,425)	(4.22%)	Permanent	Adjustment - 23/24 Salaries & Wages Estimate	
Other expenditure	13,080	14.86% ▲	Timing	Members Fees & Allowances to be paid	
Loss on disposal of assets	(75)	(1.80%)	Timing	Immaterial	
Non-cash amounts excluded from operating activities	18,093	0.73%	Timing	Plant & Equipment	
<b>Investing activities</b>					
Proceeds from non-operating grants, subsidies and contributions	(391,189)	(15.67%) ▼	Timing	Awaiting payment RTR projects (Recd. 040625)	
Proceeds from disposal of assets	1	0.00%	Timing	Immaterial	
Payments for property, plant and equipment	336,738	10.66% ▲	Timing	Timing of Server, WSNF, RRG & RTR projects. Refer to Note 14 for permanent amendments for revised costs for RRG & WSNF projects	
Non-cash amounts excluded from investing activities	0	0.00%		Not Applicable	
<b>Financing activities</b>					
Proceeds from new debentures	0	0.00%	Timing	Industrial Land loan	
Transfer from reserves	0	0.00%		Not Applicable	
Payments for principal portion of lease liabilities	0	0.00%		Not Applicable	
Repayment of debentures	784	0.59%		Not Material	
Transfer to reserves	74,289	83.73% ▲	Timing	Reserves transfers to be completed in June	
<b>Closing funding surplus / (deficit)</b>	(15,627)	5.48%		As per explanations above	

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Firebreak Order 2025-26

Applicant: N/A  
File Ref. No: ADM213  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> June 2025  
Author: Chris Paget – Chief Executive Officer  
  
Attachments: 9.2.1A draft Firebreak Notice 2025-26

#### Summary

For Council to consider the adoption of the Shire of Cuballing Firebreak Notice (Order) for 2025-26.

#### Background

The Shire of Cuballing's Bush Fire Advisory Committee (BFAC) held a meeting on Thursday 10<sup>th</sup> April 2025. This meeting re-endorsed the firebreak orders as recommended to and adopted by Council that include the requirement for townsite and rural residential lots to have both firebreaks and be cleared of all debris and flammable material to a height not more than 50mm.

#### Comment

The Firebreak Notice 2025-26 is Council's declaration of the conditions required for compliance by landowners for this forthcoming fire season. A draft of this notice is included at attachment 9.2.1A, and aside from updated dates it is very similar to that of the previous year.

Upon approval by Council, the Firebreak Notice 2025-26 will be:

1. made publicly available on Council's website; and
2. incorporated into a pamphlet with other fire prevention information. Council will provide this pamphlet:
  - a. to local residents by direct mail at Cuballing and Popanyinning Post Offices;
  - b. to absentee owners by addressed mail; and
  - c. from the Shire Office counter.
3. Published in the Government Gazette and the Cuby News.

#### Statutory Environment

##### *Bush Fires Act 1954*

33. Local government may require occupier of land to plough or clear fire break
- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time

specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in coordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
  - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the Interpretation Act 1984.
- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.

Penalty: \$5 000.

- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —
- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
  - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.
- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
- (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be prima facie evidence of the amount; and
  - (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 —
- (a) requiring owners and occupiers of land in its district to clear fire breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire breaks clear of inflammable matter;

- (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply mutatis mutandis as if those requirements were the requisitions of a notice given under subsection (1).
- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.
- (7) Nothing in this section authorises a local government —
  - (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
  - (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
  - (a) a debt due from each subsequent owner in succession; and
  - (b) a charge against the land with the same consequences as if it were a charge under the Local Government Act 1995 for unpaid rates; and
  - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.
- (9) In this section —  
owner or occupier of land includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

#### Strategic Implications

#### **Shire of Cuballing Strategic Community Plan 2023-2033:**

##### Social

- Enhancing focus on emergency management

##### Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

#### Policy Implications

Not applicable

#### Financial Implications

The Firebreak Notice will be printed as a pamphlet with other fire prevention information. This information will be direct mailed to every resident receiving mail from a Shire of Cuballing post offices and to every ratepayer with a mailing address outside the Shire of Cuballing.

The Shire presently engages the Shire of Narrogin Ranger Services for animal control. This service can be engaged for enforcement of the firebreak order, on a fee for service basis.

#### Economic Implications

The risk of fire is a significant economic risk for local rural producers. There is also a compliance cost for landowners, but this is outweighed by mitigation of fire risks.

The Shire has received mitigation funding and carried out extensive works to reduce the fire risk on Shire controlled land in townsites and is continuing to engage with DFES for the provision of further funds for these activities.

#### Social Implication

Fire is a significant community risk for local communities.

#### Environmental Considerations

Fire is a significant risk for the local environment.

#### Consultation

Shire of Cuballing Bush Fire Advisory Committee

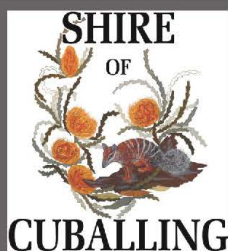
#### Voting Requirements

Simple majority

### **OFFICER RECOMMENDATION**

**That Council:**

- 1. Adopts the draft Shire of Cuballing Firebreak Notice 2025-26.**
- 2. Notes that Shire of Narrogin Rangers will continue to be engaged to assist with education and enforcement of the Firebreak Order in townsites.**



# Firebreak Notice

## Your Legal Responsibilities and Fire Safety Information—First and Final Notice

As a landowner or occupier you are required under the provisions of the *Bush Fires Act 1954* to carry out fire prevention work on your property. Please read this notice carefully—if there are any points that are not fully understood, please contact the Shire of Cuballing Phone (08) 9883 6031.

This work must be carried out by **31 October 2025** OR WITHIN 14 DAYS OF BECOMING THE OWNER OR OCCUPIER, SHOULD THIS BE AFTER THAT DATE and kept maintained throughout the summer months until **15 May 2026**.

**PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THIS NOTICE MAY BE ISSUED WITH AN INFRINGEMENT NOTICE OR PROSECUTED. WHERE THE OWNER FAILS TO COMPLY WITH THE REQUIREMENTS OF THE NOTICE, COUNCIL OR ITS DULY AUTHORISED OFFICERS WILL CARRY OUT THE REQUIRED WORK AT THE COST OF THE OWNER.**

**IN THE EVENT OF A FIRE  
CALL 000**

**DURING THE RESTRICTED PERIOD YOU MUST HAVE  
A PERMIT FOR ALL FIRES INCLUDING  
INCINERATORS**

TO OBTAIN A PERMIT TO BURN, CONTACT YOUR NEAREST FCO

FIRE CONTROL OFFICERS		
Chief BFCO	Anthony Mort	0429 898 214
Deputy Chief BFCO	Brayden Potts	0407 990 078
Popanyinning East	Duncan Patten	0429 875 155
	Graeme Dent	0427 890 068
Cuballing Town	Daniel Christensen	0438 865 685
Popanyinning Town	Tamara Allen	0400 976 597
Popanyinning West	Brayden Potts	0407 990 078
	Dougal Haslam	0459 025 321
Cuballing East	Mike Burges	0427 836 045
	Rob Harris	0458 939 097
Cuballing West	Nelson Young	0427 845 255
	Jason Quartermaine	0428 334 991
Yornaning	Shaun Wittwer	0428 887 869
Shire of Cuballing	Chris Paget	0427 836 031
	Bruce Brennan	0427 836 063

### BURNING PERMIT CONDITIONS

- Neighbours to be notified.
- Have water on site and a hose long enough to reach the rear of the fire.
- Adhere to Fire Control Officers (FCO) conditions/directions.

Office Opening Hours:  
Monday—Thursday 8.30am –4.30pm  
Friday—8.30am—4. pm

### BURNING PERIODS

#### RESTRICTED

1<sup>st</sup> October 2025—31<sup>st</sup> October 2025

PERMIT REQUIRED

#### PROHIBITED

1<sup>st</sup> November 2025—1<sup>st</sup> March 2026

NO BURNING

#### RESTRICTED

2<sup>nd</sup> March 2026—19<sup>th</sup> April 2026

PERMIT REQUIRED

#### OTHER TIMES

Restrictions may apply outside the above periods including days of HIGH fire danger or above

Further Burning Restrictions and Permit Information at rear of this brochure.

If you do not meet your responsibilities as outlined in this brochure, you may be fined a minimum of **\$250** and be required to meet the cost of Council's efforts to make you comply with this Notice. Ultimately you could be liable for a maximum penalty of **\$5,000**—plus costs.

### ADVICE IS AVAILABLE

Further advice on how to protect your home, when and how to burn is available from your local Bush Fire Control Officer. If you have any questions, contact them.

Phone: 08 9883 6031  
email: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)  
[www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)



## SHIRE OF CUBALLING FIRE-BREAK NOTICE

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this Notice, to the satisfaction of Council or its duly authorised officers.

A **FIREBREAK** is a strip of land that has been cleared of all trees, bushes and grasses and any other object or thing or flammable material leaving clear earth. This includes the trimming back of all overhanging trees, bushes, shrubs and any other object or thing over the fire break area to the satisfaction of the Fire Control Officer.

### RURAL LANDS

Firebreak not less than 2.5 metres wide must be established along, inside and within 20 metres of the external boundary of each property (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a used gazetted road.

In the interest of protection from soil erosion, firebreaks may be established on the land contours but only with prior approval of the Council or its duly authorised officer.

An area 4 metres wide cleared of all flammable material shall be established immediately around the perimeter of all homesteads, buildings, haystacks and fuel storage areas.

### **BUILDING AND HAYSTACKS:**

A firebreak of at least 4 metres wide and not more than 40 metres from the perimeter of all buildings (including temporary dwellings e.g. caravans) and/or haystacks or groups of buildings and/or haystacks so as to completely surround the buildings, haystacks and/or fuel dumps. Any fodder being stored within 100 metres of a building must have a 20 metre break around.

### **BULLDOZED BUSH:**

A firebreak 20 metres wide shall be maintained immediately inside the external boundaries of all land which has been bulldozed, chained or prepared in any similar manner for clearing by burning (whether it is intended to burn the bush or not).

### **STATIONARY PUMPS/MOTORS:**

A firebreak 4 metres wide shall be cleared and maintained around all stationery pumps and motors.

### **HARVESTING OPERATIONS:**

During the period when harvesting operations are being conducted, there shall be provided in the same paddock or within 400 metres of that paddock an operational independent mobile fire fighting unit having a water capacity of MINIMUM 650 litres. The tank of the unit shall be kept full of water at all times during the harvest operations. The responsibility to supply the unit being that of the land owner.

### **HARVEST BANS AND OTHER BANS:**

Permitted activity: Loading and offloading of grain and fertiliser is only permitted on sites which have been cleared of all inflammable material save live standing trees to a radius of at least 50 metres with a laneway access similarly cleared to a minimum of 4 metres. A mobile fire fighting unit should be in attendance at all times where possible.

### **OPERATION OF PLANT AND MACHINERY:**

During the restricted and prohibited burning times, all harvesters and trucks carting grain shall not be operated on rural land unless fitted with a fire extinguisher.

### **Paddock Burns**

At any time throughout the year, where a landowner intends to burn paddocks, the following must be provided to prevent the escape of fire:

1. Firebreak 2.5 metres wide, clear of all inflammable material, completely surrounding the area to be burnt; and
2. An operational fire fighting unit having a capacity of not less than 650 litres; and
3. Permits to burn may be required. Contact your Fire Control Officer for details.

### TOWNSITES AND RURAL RESIDENTIAL LAND

All town lots under 2,024m<sup>2</sup> (1/2 acre) in area and all fuel depots within the Shire are required to be cleared of all debris and flammable material to a height not more than 50mm.

All lots or combination of lots that comprise of one holding and having an area of 2,024m<sup>2</sup> (1/2 acre) or greater shall be cleared of all debris and flammable material to a height not more than 50mm and have a firebreak 2.5 metres wide free of all flammable material provided inside and along all external boundaries.

ADOPTED BY COUNCIL 18 JUNE 2024



**ALL PROPERTIES ARE TO BE FIRE SAFE BY  
31 OCTOBER 2025**

*The safety of our whole community is at stake*

If you do not meet your responsibilities as outlined in this brochure, you may be fined a minimum of **\$250** and be required to meet the cost of Council's efforts to make you comply with this Notice. Ultimately you could be liable for a maximum penalty of **\$5,000**—plus costs.

**BARBECUES**

Gas and electric barbecues are permitted at any time. Check fire safety before lighting up

**ALL PROPERTIES MUST BE COMPLIANT BY  
1 NOVEMBER 2025 TO ENSURE THEY COMPLY WITH COUNCIL'S REQUIREMENTS**

Council forward this copy of this Firebreak Notice each year to all property owners. Additional copies are obtainable at the Shire office.

The requirements of this Notice are considered to be the minimum standard of fire prevention work required to protect not only individual properties, but the district generally.

In addition to the requirements of this Notice, Council may issue separate special orders on owners or occupiers if hazard removal is considered necessary.

**VARIATIONS TO THE FIRE-BREAK NOTICE**

If it is considered for any reason to be impractical to clear firebreaks or remove flammable materials as required by this notice, or if natural features render firebreaks unnecessary, you may apply to the Council in writing not later than **15 October 2025** for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land. If permission is not granted by Council, you shall comply with the requirements of this notice.

**WHO CAN INSTALL A FIREBREAK FOR YOU?**

If you are unable to install a firebreak yourself on your property, there are local contractors who may provide a service to install firebreaks. Contact the Shire of Cuballing for contact details of these local contractors

**HARVEST BAN SMS NOTIFICATION SYSTEM:**

The Shire of Cuballing utilises a SMS notification System to notify residents of Harvest and Movement bans.

To register for this service or to update your contact details please contact the Shire of Cuballing on 9883 6031 or email [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au).

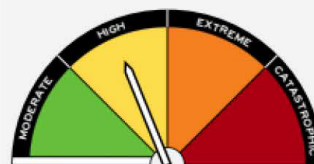
**FIRE DANGER RATING SYSTEM**

Australia's Fire Danger Rating System has been improved and simplified to make it easier for you to make decisions to stay safe on days of fire danger risk. The move to a simpler system is backed by improvements in science, which mean we can better predict areas of greater risk on days of fire danger. Across the country, fire and emergency services have applied nationally consistent colours, signs and terminology. This means that wherever you go in Australia, and whatever the season or fuels you're surrounded with, you can understand the level of threat and what you need to do to stay safe.

Further information on the Fire Danger Rating System can be found <https://www.dfes.wa.gov.au/hazard-information/bushfire/prepare#fire-danger-ratings>

PENALTIES (Bush Fires Act)	
Failure to maintain 2.5 metre fire-breaks or remove flammable material	\$250
Burning during prohibited burning times	\$250
Failure to produce permit to burn	\$100

The new ratings are:



**Moderate**  
Plan and prepare

**High**  
Be ready to act

**Extreme**  
Take action now to protect life and property

**Catastrophic**  
For your survival, leave bushfire risk areas

Office Opening Hours:  
Monday—Thursday 8.30am –4.30pm  
Friday—8.30am—4. pm

Phone: 08 9883 6031  
email: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)  
[www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)

# FIRE BREAK VISUAL COMPLIANCE GUIDE



COMPLIANT



NON-COMPLIANT



COMPLIANT



NON-COMPLIANT

## PUBLICATIONS

A wide range of Bush Fire Manuals, Guides and Brochures are available from the DFES website :

[www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/default.aspx](http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/Pages/default.aspx)

[https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES\\_Bushfire-Prepare\\_Act\\_Survive\\_Booklet.pdf](https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES_Bushfire-Prepare_Act_Survive_Booklet.pdf)

[https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES\\_Bushfire-Homeowners\\_Survival\\_Manual.pdf](https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES_Bushfire-Homeowners_Survival_Manual.pdf)

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[www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)

## 9.2.2 2025 WALGA Convention and Annual General Meeting

File Ref. No:	ADM250
Disclosure of Interest:	Nil
Date:	11 June 2025
Author:	Chris Paget – Chief Executive Officer
Attachments:	2025 WALGA Notice of Annual General Meeting

### Summary

Councillors are asked to confirm their attendance at the 2025 WALGA Convention and elect voting delegates and proxies for the WALGA Annual General Meeting.

### Background/Comment

Each year the Western Australian Local Government Association (WALGA) holds its Annual General Meeting (AGM) in conjunction with its annual Convention. Once again the Convention is being held at Perth Exhibition and Convention Centre from Monday 22nd to Wednesday 24th September 2025. Nomination as an AGM delegate does not require attendance at the Convention, though it does require prior registration to allow free admission to the AGM venue.

Key dates in relation to the AGM are as follows:

- Member motions must be submitted prior to 5.00pm on Friday, 8 August 2025.
- WALGA requests that registration be completed via the link provided prior to 5.00pm on Monday, 8 September 2025. However, Delegate registrations can be completed or amended up until the start of the AGM at 2.15pm on Tuesday, 23 September 2025.
- Tuesday, 23 September 2025 at 2.30pm – WALGA Annual General Meeting, Perth Convention and Exhibition Centre.

Council needs to nominate two voting delegates for the WALGA Annual General Meeting. These delegates are normally the Shire President and the Deputy Shire President (if they are attending). Two proxy delegates should be nominated in case they are required.

### Strategic Implications

#### **Shire of Cuballing Strategic Community Plan 2023-2033:**

##### Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

The AGM provides the opportunity to contribute to strategic issues affecting the sector.

### Financial Implications

Full conference registration costs \$1,250 (the same as previous year) plus accommodation, meals and related functions. Attendance at the AGM is free.

The total cost for 2024 was \$6520 which was for registrations, accommodation, food and travel for 3 delegates.

### Policy Implications

Council Policy 3.11 - Councillor Attendance at Conferences, Seminars or Workshops says the following:

*“All Councillors and the CEO and their partners are entitled to attend the WALGA State Conference.”*

### Voting Requirements

Simple majority

**OFFICER'S RECOMMENDATION:**

**1) That Council nominates the following delegates to be registered for the 2025 WALGA Convention and Annual General Meeting:**

**Names:** -----

**2) That the following persons be nominated as voting delegates for the 2025 AGM:**

**Delegate 1** -----

**Delegate 2** -----

**Proxy 1** -----

**Proxy 2 (if req'd)** -----



# 2025 Notice of WALGA Annual General Meeting

**TUESDAY, 23 SEPTEMBER 2025  
2:15PM  
AT PERTH CONVENTION AND EXHIBITION CENTRE  
21 MOUNTS BAY RD, PERTH WA**

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on **Tuesday, 23 September 2025 at 2:15pm.**

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered (registration information below).

The AGM is being held in conjunction with the Local Government Convention 2025 (the Convention). Further information on the Convention will be announced shortly.

## VOTING INFORMATION

### Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or officers.

### Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to 5:00pm on Monday, 8 September 2025. However, Delegate registrations can be completed or amended up until the start of the AGM at 2:15pm on Tuesday, 23 September 2025.

### Voting process

Information on how voting will be conducted at the AGM will be sent to all registered Voting Delegates and Proxies prior to the AGM.

## MEMBER MOTIONS

### Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM.

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at [associationgovernance@walga.asn.au](mailto:associationgovernance@walga.asn.au).

#### Closing date

Member motions must be submitted prior to **5:00pm on Friday, 8 August 2025**.

#### Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* for detailed information on the submission of motions.

## MEETING DOCUMENTS

#### Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by 5:00pm Wednesday, 23 July 2025.

#### Agenda

The Chief Executive Officer of WALGA will publish the Agenda of the AGM not less than 30 days prior to the AGM. The Agenda will be published by 5.00pm Friday, 22 August 2025 on the WALGA website. All Elected Members and CEOs will be advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Confirmation of minutes of previous meetings
4. President's report
5. Financial report for the financial year
6. Consideration of Executive and Member Motions

## MEETING CONDUCT

The AGM will be conducted in accordance with the [WALGA AGM Standing Orders](#).

## QUERIES

Please direct all enquiries relating to the registration of Delegates or the submission of Member motions to Meghan Dwyer, State Council Governance Officer on (08) 9213 2050 or at [associationgovernance@walga.asn.au](mailto:associationgovernance@walga.asn.au).



President Cr Karen Chappel AM JP  
WALGA President



Nick Sloan  
WALGA Chief Executive Officer

### 9.2.3 Temporary Accommodation Policy

File Ref. No:	ADM
Disclosure of Interest:	Nil
Date:	12 June 2025
Author:	Chris Paget – Chief Executive Officer
Attachments:	9.2.3A Draft Temporary Accommodation Policy & Guidelines

#### Summary

For Council to consider adopting a temporary accommodation policy and guidelines to be incorporated into the Shire of Cuballing Policy Manual. This policy will provide guidance to support applications seeking approval for temporary accommodation on private property or in an area other than a caravan park.

#### Background / Comment

Changes to extend local government approval powers under WA's Caravan Parks and Camping Regulations came into effect on 1 September 2024.

The reforms streamline the application process for temporary accommodation approvals on private property, cut red tape and offer more flexibility for local governments.

Previously, local governments could only provide approvals for a maximum of 3 months, or up to 12 months if the proposed arrangement was in a caravan and the person had a building or demolition permit. Standard camping approvals for longer than 3 months required a separate application to the Minister for Local Government.

Benefits of the simplified process include:

- no approval required if a person intends to camp on private property for 5 days or less
- applications for longer periods can seek approval from the relevant local government rather than the Minister for Local Government
- local governments can now approve all camping applications for up to 24 months
- applicants may re-apply to the local government on expiry of an approval
- local governments can revoke approvals if an applicant fails to meet the conditions of approval.

All applicants will still need to satisfy the existing conditions for these approvals, including meeting health and safety requirements set out in the [Caravan Parks and Camping Grounds Regulations 1997](#). Special approval from the Minister for Local Government will still be required if more than one proposed caravan, mobile home, bus or tiny home on wheels is proposed to be placed on a private lot.

The Minister for Local Government will retain the power to consider camping approvals in instances where a local government does not provide an approval or revokes an approval. The object of the draft policy and guidelines is to provide a consistent approach to the management of caravan and camping requirements under the amended regulations.

#### Statutory / Legal Implications

Local Government Act 1995  
Caravan Parks and Camping Grounds Act 1995  
Caravan Parks and Camping Grounds Regulations 1997  
Health (Miscellaneous Provisions Act) 1919  
Building Code of Australia. National Construction Code  
Shire of Cuballing Local Planning Scheme

#### Financial Implications

The proposed fee is \$600, this is based on estimated average time to process an application including travel, inspection time, and administration to be approximately 5-6 hours at the EHO hourly

rate in the fees and charges.

#### Strategic Implications

#### **Shire of Cuballing Strategic Community Plan 2023-2033:**

##### Social

- Enhancing focus on emergency management

##### Built Environment

- People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.

##### Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.
- Enhancing community information and engagement.

#### Voting Requirements

Simple majority

#### **OFFICER RECOMMENDATION**

##### **That Council:**

- 1. Adopts the Temporary Accommodation Policy and guidelines.**
- 2. Authorises an application fee of \$600 to be included in the 2025-26 Schedule of Fees and Charges.**



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**POLICY xxxx      TEMPORARY ACCOMMODATION**

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**POLICY**      This policy provides guidance to support applications seeking approval for temporary accommodation on private property or in an area other than a caravan park.

**SCOPE**      A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without a shire approval. Any period greater than this requires an application to the local government for assessment and possible approval for a maximum of 24 consecutive months. An applicant may reapply after 24 months to renew their application. If an applicant is seeking to camp on a state or federal reserve, approval must be obtained from the relevant authority who manages that land. If there is more than one approved application on a private lot, additional approval may be given for up to 3 months by the local government. Any period longer than 3 months is required from the Minister for Local Government, Sport and Cultural Industries.

**PRACTICE**

This policy is supported by Shire's temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form (insert link) and submit to the Shire with the applicable fee.

Applications will not be considered outside the following zone areas;

- Residential
- Rural Residential
- Rural Smallholdings
- Rural Townsite
- Rural
- Tourism

Any camp is to be located wholly on the property and be at least one metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures.

Occupiers of adjacent properties will be notified in writing, and the responses will be considered prior to the approval of any application.

Approval will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements;

- Power and potable water supply
- waste water management.
- cooking and laundry facilities
- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receiving an application and the payment of requisite fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period.

Approval can be for a maximum period of 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

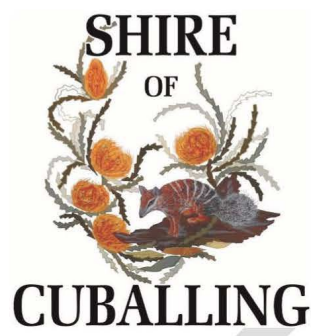
The Shire reserves the right to withdraw approval, where a breach of approval condition has occurred.

#### REFERENCING DOCUMENTS

- *Local Government Act 1995*
- *Caravan and Camping Ground Act 1995*
- *Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)*
- *Health (Miscellaneous Provisions) Act 1911*
- *Building Code of Australia / National Construction Code*
- *Shire of Cuballing Local Planning Scheme*

HISTORY      New policy adopted xx June 2025 Resolution XXX

REVIEW        Chief Executive Officer



# **TEMPORARY ACCOMMODATION GUIDELINES**

## Contents

1.	Introduction .....	2
2.	Objectives .....	2
3.	Who do the Guidelines apply to? .....	2
4.	What is the application process? .....	3
4.1.	Submission Process .....	3
5.	Are there any fees payable? .....	4
6.	Permit Duration .....	4
6.1.	Conditions of Permit .....	5
6.2.	Cancellation of Permit .....	5
6.3.	Change of Ownership .....	5
7.	Compliance and Enforcement .....	5
7.1.	Revoking of approval .....	5
8.	Guidelines .....	6
8.1.	Amenity .....	6
8.2.	Keeping of Animals .....	6
8.3.	Renting Temporary Accommodation .....	6
8.4.	Number of People and Camps .....	7
8.5.	Mobility and Habitable Condition .....	7
8.6.	Kitchen Facilities .....	7
8.7.	Toilets and Showers .....	8
8.8.	Laundry Facilities .....	8
8.9.	Waste Management .....	9
8.10.	Wastewater Management .....	9
8.11.	Water Supply .....	9
8.12.	Emergency Management and Safety .....	10
8.13.	Access Roads .....	10
8.14.	Communication .....	11
	Revision History .....	11

## 1. Introduction

On the 1st of September 2024, the Department of Local Government, Sport and Cultural Industries introduced reforms for the *Caravan Parks and Camping Grounds Regulations 1997*. The reforms aim to create a streamlined application process for individuals seeking temporary accommodation approvals.

The reforms provided local governments with the opportunity to-

- Approve camping applications on private property or property other than a caravan park for up to 24 months.
- Extend existing approvals.
- Revoke approvals if there is a failure to comply with conditions.

The Temporary Accommodation Guidelines (Guidelines) have been established and endorsed via Policy xx "Temporary Accommodation", to ensure a consistent and transparent process when issuing approvals for temporary accommodation. It is important to read through and understand the Guidelines and policy prior to submitting your application.

## 2. Objectives

To provide information and outline the requirements for applicants to seek approval for temporary accommodation.

## 3. Who do the Guidelines apply to?

The Guidelines apply to anyone wishing to utilise land they own or have the right to occupy for a period greater than 5 consecutive days. The Shire will receive applications from the following areas-

- Residential
- Rural Residential
- Rural Smallholdings
- Rural Townsite
- Rural
- Tourism

The Shire will not consider any applications for camping outside of these zones.

#### 4. What is the application process?

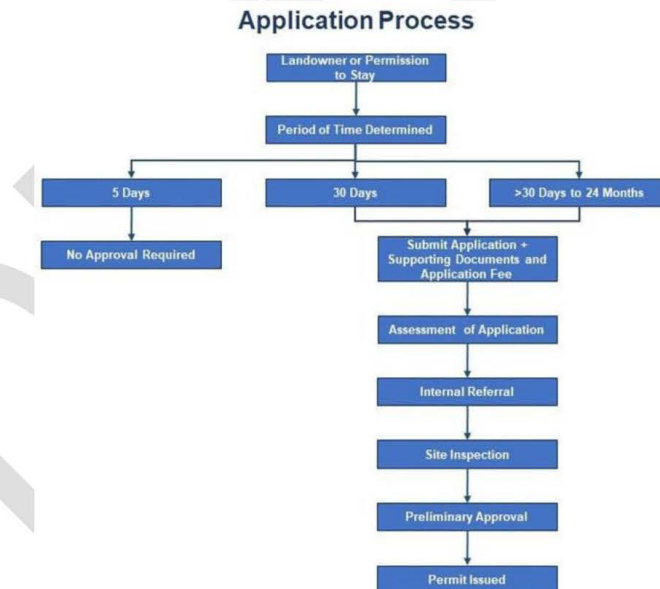
To apply for a permit for temporary accommodation, you will need to apply using the Temporary Accommodation form and meet the following Guidelines.

Prior to making the application you will need to ensure

1. You are the owner of the land or have permission to camp on the land.
2. Length of stay
3. The proposed camp is suitable and safe to reside in
4. You can meet the requirements of the Guidelines and Policy
5. Your proposed camp is suitable for the proposed timeframe.

##### 4.1. Submission Process

The following decision tree outlines the application process, expected timeframes and requirements based on your proposed length of stay. Further details are stepped out below and provided within the guidelines.



Please take the following steps when preparing and submitting your application-

1. Read through the Policy and Guidelines and ensure you meet the requirements

2. Choose an appropriate site, based on the parameters within the Guidelines
3. Prepare site plans. Site plans can be hand drawn but need to be neat and legible
4. Prepare supporting documentation, please use the checklist with the application form to ensure all necessary items are provided
5. Submit the application with supporting documentation
6. The Shire will generate an invoice for the application, and email this to you with an acknowledgement receipt
7. Shire officers will assess the application once payment has been received. The application will be referred internally for comment, neighbour referrals will be completed and we may request a preliminary onsite inspection
8. Missing information - A request for further information will be sent, this will place the application on hold until the information is provided
9. Application complete – Preliminary approval will be issued with conditions
10. Permit issued; it is the responsibility of the applicant to ensure the permit conditions are complied with

#### 5. Are there any fees payable?

There is an application and permit fee. The fees are set by Council.

If the proposed lot is located within a kerbside waste collection area, the Shire will require the permit holder to access this bin service. Note this will be issued through rates and charged to the property owner. If you are not the property owner, please advise the owner prior to this request.

#### 6. Permit Duration

An application can be made for up to 24 consecutive months subject to the proposed temporary accommodation (see Table 1) with the option to renew for a further 24 months. Any reapplication will require the completion of a new form, fee and be accompanied by a structural report confirming the integrity of the temporary accommodation.

**Table 1: Temporary Accommodation Type and Permitted Length of Stay**

Temporary Accommodation Type	Permitted Length of Stay
------------------------------	--------------------------

Tent, swag, roof top or similar	Maximum 30 consecutive days in any 12-month period subject to provision of amenities
Camper trailer and non-self-contained van	Up to 24 months subject to the provision of services and amenities OR when accompanied with a dwelling
Self-contained caravan, RV, Bus or Tiny Home on Wheels	Up to 24 months

#### 6.1. Conditions of Permit

The Shire will place conditions on the permit. The conditions will be based on the Policy, Guidelines, the *Caravan Park and Camping Ground Regulations 1997* and any other applicable legislation.

#### 6.2. Cancellation of Permit

If you cease to use the permit, the local government must be notified in writing by the permit holder. Any fees paid in respect to the cancelled application or permit will be forfeited.

#### 6.3. Change of Ownership

The permit for Temporary Accommodation is non-transferable to another person or property. Notification of cancellation of the existing permit is to be submitted and a new application received.

Any fees paid in respect to the existing permit will be considered forfeited. All relevant fees will apply to the new application.

### 7. Compliance and Enforcement

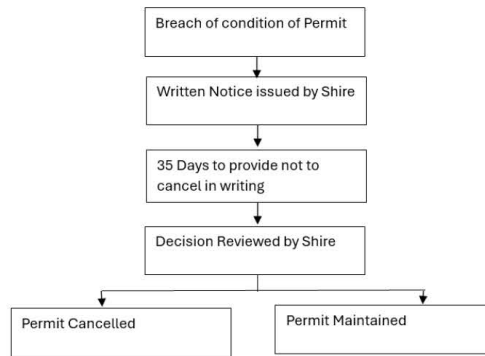
Temporary Accommodation is governed by the *Caravan Parks and Camping Grounds Regulations 1997*. Penalties for failure to comply are set within the legislation and will be enforced by authorised officers.

#### 7.1. Revoking of approval

As per the *Caravan Parks and Camping Grounds Regulations 1997*, r11A (5) the local government can revoke a permit if a condition of the approval has been breached. Written notice will be given to the permit holder notifying the intention of the Shire to revoke the approval within 35 days after the notice is given unless the holder shows cause as to why the approval should not be revoked. The Shire will consider any written response as to why the permit should not be cancelled during this time period. A response and final decision will be provided in writing.



#### Breach of conditions of Permit



## 8. Guidelines

The following sections outline the parameters to be considered and complied with when seeking approval for temporary accommodation.

### 8.1. Amenity

Any external fixtures, utilities and facilities such as aerials, satellite dishes, clothes lines or other external fixtures are to be situated so they are not visually obtrusive and where possible located out of view from the primary street or any public area.

Temporary accommodation is to be maintained, as not to cause a nuisance or become injurious or dangerous to the health of the occupants and the neighbouring properties.

### 8.2. Keeping of Animals

Dogs and animals are permitted with the temporary accommodation but must be kept in accordance with:

- Shire of Cuballing Local Planning Scheme
- Shire of Cuballing Health Local Law
- Dog Act 1976 and the Shire of Cuballing Dogs Local Law
- Cat Act 2011

### 8.3. Renting out Temporary Accommodation

The approval to reside in temporary accommodation is provided to the applicant, whose name/s will appear on the permit only. If you wish to rent out the temporary accommodation, the individual who wishes to reside will need to make an application.

#### 8.4. Number of People and Camps

The permit to camp is issued to the individual/s wishing to reside in a temporary accommodation camp therefore any additional camps aren't permitted under the permit.

The number of people to be considered will be based on the availability and number of amenities to support the camp.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, only one temporary accommodation will be approved per lot, if you are intending to have friends or family stay in another caravan, you will need to seek approval from the Shire for up to 3 months and from the Minister for Local Government, Sport and Cultural Industries for greater than 3 months.

#### 8.5. Mobility and Habitable Condition

The temporary accommodation will need to be maintained in a habitable state with access to approved water, wastewater disposal and rubbish disposal at all times. A habitable state means in a good state of repair with no major maintenance concerns that would render it unsafe to reside within.

Any handrails and balustrades are to be in place for stairs. All stairs are to be slip resistance.

Safety glazing installed where necessary for impact resistance. Electrical and plumbing certifications are to be provided where relevant.

All construction and materials are to meet the requirements of the Australian Standards. Structural certifications and engineer tie downs may be required, depending on choice and duration of temporary accommodation.

The mobility of the temporary accommodation is to be maintained to ensure it can be moved under its own power or be towed within 24 hours of any services being disconnected. All road registered temporary accommodation is to be maintained to a road worthy state and all vehicle registrations are to be maintained.

#### 8.6. Kitchen Facilities

Cooking facilities must be provided for use with the temporary accommodation. Ensure your camp has the following-

- Dishwashing sink with hot and cold water
- All wastewater connected to an approved disposal method
- Approved cooking apparatus
- All cooking areas adequately ventilated

- Note - gas and plumbing must comply with relevant Australian Standards and maintained in a sound condition

If your camp has cooking facilities outside the temporary accommodation, the applicant must comply with any prohibited burning period or total fire ban. An alternate cooking method is to be described and utilised during these time periods and outlined within the Bushfire Action Plan.

#### 8.7. Toilets and Showers

All temporary accommodation arrangements are to have access to an adequate number of toilets and showers for the number of people proposed to reside.

If the proposal is for a vacant lot, the following arrangements would be considered adequate-

- One toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV
- An ablution block built either within an existing shed or separate – subject to Planning and Building approval
- Temporary ablution subject to length of stay and, if self-contained, a pump out contract signed and submitted for the duration of the permit period. Please note the production of receipts will be requested as part of the permit condition
- All wastewater connected to an approved disposal method

If the proposal is for temporary accommodation on a lot with an inhabited dwelling, consideration needs to be given to the number of bedrooms and ablutions within the dwelling, and the additional loading placed on them if the temporary accommodation intends to utilise them. The following arrangements would be considered adequate-

- One toilet and shower contained within the temporary accommodation such as a self-contained caravan, tiny home on wheels or RV
- Access to existing toilets and showers subject to the quantity of bedrooms and available ablutions

#### 8.8. Laundry Facilities

There are two options available for laundry facilities-

- The provision of a laundry is not a condition of the permit, but consideration must be given to how the storage of clothing and bedding is to be maintained and managed. A person shall not wash or permit the keeping of any soiled clothing or bedding within an area where food is being kept, prepared or served;

OR

- A laundry facility is to be provided but not situated within a room in which food is stored, prepared, served or consumed. All wastewater from the laundry is to be connected to an approved wastewater receptacle.

#### 8.9. Waste Management

All rubbish and recycling are to be managed as to not create a nuisance, odorous or become a breeding area or attractant to vermin.

If a kerbside general rubbish or recycling service is available, the applicant must apply and utilise this service and pay the fees as per the endorsed Fees and Charges. Be mindful the fees will be issued via the Shire rates to the landowner not the applicant.

If a kerbside service is not available, the applicant will need to provide a suitable receptacle for depositing rubbish and recyclables and maintain the receptacle in a sound condition. All rubbish will need to be deposited at one of the Shire of Cuballing refuse sites on a weekly basis and recyclables on a fortnightly basis.

#### 8.10. Wastewater Management

No wastewater from temporary accommodation shall be discharged onto the ground surface. All wastewater is to be disposed of in an approved receptacle as per below-

- Approved connection to reticulated sewerage
- Connection to an approved onsite wastewater system

#### 8.11. Water Supply

If scheme water connection is available, the temporary accommodation must be connected or have access to this supply. Otherwise, a storage supply of up to 100,000L is to be provided subject to length of stay, please see below for a guide-

**Table 2: Temporary Accommodation Length of Stay and Potable Water Supply**

Temporary Accommodation Type	Permitted Length of Stay
Maximum thirty consecutive days in any 12- month period	Access to a scheme water supply tap outlet or containerised water supply
Up to 24 Months	Access to a scheme water supply standpipe or tap outlet or 100,000L potable water storage tank <sup>1</sup>

<sup>1</sup>The installation of rainwater tanks may be subject to Planning and Building approval.

All drinking water connection pipework must be suitable for potable water supply.

### 8.12. Emergency Management and Safety

To ensure the safety of occupants, the following will need to be considered and form part of the permit to reside in temporary accommodation.

The lot is to be adequately identified at the temporary accommodation access road to ensure emergency services can easily find the property. For rural and rural residential areas, this can be via a road side identifier number, to be applied for through the Shire. For residential areas in town this can be via a visible number.

Fire safety is critical to ensure the temporary accommodation does not endanger the occupants or surrounding areas. All temporary accommodation is to have the following-

- Accessible and in-service fire extinguisher and fire blanket
- Smoke alarm either hard wired or batter operated
- Compliant fire breaks and asset protection zones
- Bushfire Action Plan
- Subscribed to the Shire bushfire and harvest ban SMS

No outside cooking or naked flames are permitted during the prohibited burning period as set out in the Fire Hazard Reduction Notice

All temporary accommodation is to be situated outside of flood prone areas and protected from stormwater runoff.

All temporary accommodation is to have an emergency kit to assist in an emergency the following links outline what can be contained within an emergency kit-

- [Bushfire Prepare - DFES](#)
- [Flood Prepare - DFES](#)

All temporary accommodation is to have access to a suitable first aid kit.

All temporary accommodation is to be adequately screened to prevent insects particularly mosquitoes from entering the accommodation.

### 8.13. Access Roads

Access roads to the temporary accommodation must be constructed and maintained for a 2-wheel drive vehicle. This is to ensure emergency services can easily access the temporary accommodation.

#### 8.14. Communication

Ensuring adequate communication can be maintained in an emergency the following would suffice-

- Mobile phone with adequate reception
- Satellite phone

On the application form a primary contact must be nominated and is responsible for all communications in relation to the permit.

DRAFT



## Application for Temporary Accommodation (Up to 24 months)

*Caravan Park and Camping Grounds Act 1995, Caravan Park and Camping Ground Regulations 1997*

Application for Temporary Accommodation (Up to 24 months)	Applicant Details			
	Applicant Name			
	Other Camp Occupant Name		Age	
	Other Camp Occupant Name		Age	
	Residential Address			
	Postal Address (if different from above)			
	Preferred Contact Name			
	Preferred Contact Number			
	Email Address			
		Property Address for this Approval		
Lot No.		Street No.		
Street Name		Locality		
Zoning	<input type="checkbox"/> Residential	<input type="checkbox"/> Rural	<input type="checkbox"/> Rural Residential	
	<input type="checkbox"/> Other, Specify:			
	Details for this Approval			
	What is the reason for needing a temporary camp? e.g., workers accommodation, recreation/holiday, hardship etc.			
	Dates of Stay			
	Describe Accommodation			
	Will you be keeping any animals?			
	Kitchen Facilities			
	Describe the kitchen facilities available for campers to use?			
	Toilets and Showers			
	What facilities will be provided for campers to use?			

(Up to 24 months)

Application for Temporary Accommodation

Describe toilet and shower facilities		
How many toilets/showers/hand basins?		
<b>Laundry Facilities</b>		
What laundry facilities will be provided for campers to use?		
Are these new facilities or existing facilities?		
<b>Waste and Waste Water Management</b>		
Wastewater managed on the site	<input type="checkbox"/> Grey water	<input type="checkbox"/> Wastewater
	<input type="checkbox"/> Toilet cassette waste	
How will grey water/wastewater be disposed of?		
If Water Closet (WC) provided within the caravan, how will cassette waste be disposed of?		
What measures are in place to manage general waste and recyclables?		
<b>Water Supply</b>		
Potable Water - Describe potable water arrangements	<input type="checkbox"/> Scheme Water	<input type="checkbox"/> Bore/Ground Water
	<input type="checkbox"/> Rainwater Tank	<input type="checkbox"/> Other, specify
What is the rainwater tank capacity in litres?		
<b>Emergency Management and Safety</b>		
Have you completed a Bushfire Management Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
For further information, see <a href="#">My Bushfire Plan WA: Prepare for an Emergency - DFES</a>		
What is the volume of water tanks dedicated to fire safety?		
Does your accommodation have smoke alarms?	<input type="checkbox"/> Hard wired	<input type="checkbox"/> Battery Operated
Does your accommodation have	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Fire Blanket
<input type="checkbox"/> Other, specify:		
Do you have an emergency kit for flood and fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the temporary accommodation situated in an area where it will not be impacted by flood or stormwater inundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Is there screening on the accommodation to prevent access by mosquitoes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a rural identification number in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the access road two-wheel drive (2WD)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Communication

What communication options are available?	<input type="checkbox"/> Mobile	<input type="checkbox"/> Satellite Phone
	<input type="checkbox"/> Radio	<input type="checkbox"/> Other, specify
Have you subscribed to the Shire alert SMS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to access emergency warnings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Declaration

I/We declare that all details in this form are true and correct.

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**Signature of Applicant**

**Date**

#### Owner of Property Approval

Name of Owner	
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**Signature of Owner**

**Date**

#### Attach the following supporting documents

1. To scale site plan including:
  - a) Location and setbacks from all developments e.g., dwelling, outbuilding, waste water disposal areas, ablutions, camp kitchens, caravans, camps
  - b) Location of natural features e.g., water bodies, contours, and bushland
2. Floor Plan of Accommodation
3. Bushfire Management Plan
4. Bushfire Action Plan
5. Flood Action Plan

**9.3      MANAGER OF WORKS AND SERVICES:**

Nil

**10.      COMMITTEE REPORTS**

Nil

**11.      ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**12.      URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING**

**13.      CONFIDENTIAL MATTERS**

13.1.1	Manager Works and Services – Employment Contract Renewal
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**14.      NEXT MEETING**

Ordinary Council Meeting, 3.00pm. Wednesday 17<sup>th</sup> July 2025 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing.

**15.      CLOSURE OF MEETING**